



# VOICE MAIL USER GUIDE

## Access Your Voicemail

*From your landline:*

1. Dial your voicemail access number. This can be found on the back of this page.
2. Enter your password and press pound (#).
3. Your temporary password is **0000**.

*From your mobile device:*

1. Dial your voicemail access number.
2. Enter your ten-digit phone number.
3. Enter your password and press pound (#).
4. Your temporary password is **0000**.

## Record Your Greeting

1. Access your voice mail inbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 4 to record your greeting.
5. Record your greeting and then press pound (#).

## Change Your Password

1. Access your voice mail inbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password and press pound (#).
5. When prompted to verify the password, enter it again and press pound (#).

## Retrieving Your Messages

1. Access your voice mail inbox.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear an announcement that says "You have xx new messages and xx saved messages."
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

### Message retrieval options:

- Press 1 Play the message again
- Press 2 Save the message and play the next
- Press 3 Delete the message and play the next
- Press 4 Save the message as new
- Press \* Return to the main menu

### Using Voice Mail to E-Mail

1. Check your email as you normally would.
2. When you receive a voice mail message, you will receive an email from Great Plains Communications delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, you can save the attachment.
5. Follow the links in your message to save or delete the message from the Voice Mail system.

### VOICEMAIL ACCESS NUMBERS

Archer.....	308.795.7011	Fordyce.....	402.357.7011	Red Cloud & South Red Cloud.....	402.746.7011
Arnold.....	308.848.7011	Fremont.....	402.704.2011	Riverton.....	402.746.7011
Aten.....	402.388.7011	Gordon & North Gordon.....	308.282.7011	Rushville.....	308.327.7011
Atkinson.....	402.925.7611	Grand Island.....	308.218.6011	Saint Edward.....	402.678.7011
Bancroft.....	402.648.7011	Grant.....	308.352.7011	Saint Helena.....	402.357.7011
Beatrice.....	402.251.3011	Hay Springs.....	308.638.7011	Santee.....	402.857.7011
Belgrade.....	308.357.7011	Hayes Center.....	308.286.7011	Schuyler.....	531.216.9011
Beemer.....	402.529.7011	Herman.....	402.456.7011	Scribner.....	402.652.7011
Blair.....	531.209.4011	Hubbell.....	402.324.7011	Seward.....	531.727.2011
Bloomfield.....	402.373.7011	Huntley/Ragan.....	308.567.7011	Sidney, IA.....	712.374.7111
Broken Bow.....	308.767.7011	Imperial.....	308.882.7011	Snyder.....	402.652.7011
Byron & South Byron.....	402.236.7011	Indianola.....	308.364.7011	Spalding.....	308.497.7011
Callaway.....	308.836.7011	Kearney.....	308.270.7011	Stapleton.....	308.636.7011
Cedar Rapids.....	308.358.7011	Kilgore & North Kilgore.....	402.966.7011	Stratton.....	308.276.7011
Center.....	402.288.7011	Lamar.....	308.882.7011	Sutherland.....	308.386.7011
Chadron.....	308.747.7011	Lexington.....	308.378.4011	Trenton.....	308.334.7011
Chapman.....	308.986.7011	McCook.....	308.777.7011	Tryon.....	308.587.7011
Chester & South Chester.....	402.324.7011	Merriman.....	308.684.7011	Valentine.....	402.252.5011
Cody & North Cody.....	402.823.7011	Minden.....	308.304.4011	Valley.....	531.721.2011
Columbus.....	402.835.2011	Mirage Flats.....	308.232.7011	Venango & West Venango.....	308.447.7011
Cotesfield.....	308.968.7011	Neligh.....	402.929.2011	Verdigre.....	402.668.7011
Council Bluffs, IA.....	712.713.2011	Niobrara.....	402.857.7011	Walker Valley.....	402.388.7011
Creighton.....	402.358.7011	North Bend.....	402.652.7011	Walnut.....	402.655.7011
Crofton.....	402.388.7011	Oakdale.....	402.776.7011	Wausa.....	402.586.7011
Crookston & North Crookston.....	402.425.7011	Oconto.....	308.858.7011	Wilcox.....	308.478.7011
Culbertson.....	308.278.7011	Omaha.....	531.721.2011	Winnetoon.....	402.847.7011
Deshler.....	402.365.7011	Overton.....	308.378.4011	Wisner.....	402.529.7011
Dodge.....	402.652.7011	Page.....	402.338.7011	Wolbach.....	308.246.7011
Elgin.....	402.843.7011	Palisade.....	308.285.7011	Wood Lake.....	402.967.7011
Elm Creek.....	308.856.2111	Petersburg.....	402.386.7011	Wood River.....	308.594.4011
Elwood.....	308.281.3311	Ponca.....	402.755.7011	Wynot.....	402.357.7011
Enders.....	308.882.7011	Primrose.....	308.396.7011		
Ewing.....	402.626.7011	Ragan.....	308.567.7011		