

## Using Voice Mail to Email:

1. Check your email as you normally would
2. When you get a Voice Mail message, you will receive an email from v\_mail@brucetel.net 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, save the attachment on your PC
5. Follow the links in the message to save or delete the message from the Voice Mail system

Voice Mail Message from _____	
A Voice Mail message is attached to this email. To listen to the message open the attachment.	
<b>Message Options</b>	
<a href="#">Save Message</a>	The Save Message link saves the message on the Voice Mail system.
<a href="#">Delete Message</a>	The Delete Message link deletes the message from the Voice Mail system.
These links only affect the message on the voice mail system, they do not affect this email message.	

Problems Playing the Attached Message?
The attached message is in Windows Media format. If you cannot listen to the attached message, then you need to download a newer version of the Microsoft Windows Media Player. A recent version can be downloaded for Macintosh and Windows users from <a href="#">Microsoft's Windows Media Site</a>

Don't have Voice Mail? Give us a call to add Voice Mail to your line today!

Voice Mail from Bruce Telephone Company helps you enjoy the most important things in your life - knowing you'll always get your phone messages.

Our Voice Mail guarantees that you won't miss a call - even if you're away from home, on the phone, or just don't feel like answering right now.

- Experience Crystal Clear Clarity
- Save Important Messages
- Access Messages from anywhere

**SIMPLE • CONVENIENT • RELIABLE**  
**THAT'S VOICE MAIL**



## VOICEMAIL USER GUIDE



Bruce Telephone Company  
[www.brucetel.net](http://www.brucetel.net)  
715-868-5111



# Using your Bruce Telephone Voice Mail

## Access Your Voice Mail

From any phone:

1. Dial 715-868-MAIL (6245)
2. Enter your 10-digit mailbox number
3. Enter your PIN and then #
4. Follow options

## Record Your Greeting

1. Access your Voice Mail
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 press #
6. Press 2 to Keep your Greeting

## Change Your PIN

1. Access your Voice Mail
2. Press 9 for the Mailbox Setup Menu
3. Press 2 to Change Your Password
4. Enter your new PIN and press #
5. When prompted to verify the PIN, enter it again and press #

Note: if you change your password and forget it, we cannot retrieve it for you.

## Retrieve Messages

1. Access your Voice Mailbox
2. You will hear the announcement "You have \_ new messages and \_ saved messages."
3. Press 1 to listen to new messages
4. Press 2 to listen to saved messages
5. Press 0 to listen to the instructions again
6. Press \* to go to the Main Menu

While listening to your message, you can:

- 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 5 Return this call  
Press 6 Forward the message to another mailbox  
Press 7 Skip backward in the message  
Press 8 To pause the message  
Press 9 To skip forward in the message

## Main Menu

- Press 1 to listen to your messages  
Press 3 to send a message to a mailbox  
Press 7 to play current date and time  
Press 9 to set up your Voice Mailbox  
Press 0 to listen to the options again



**Your Voice Mailbox Number is:**

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**Your Voice Mailbox PIN  
Number is:  
0000**