



Arch Voice Mail User Guide

*Phone your Mailbox/Pager #
During the greeting enter (0)
Enter your access code
Use the commands below*

TO RECORD PERSONAL GREETING:

- Press 11** To record your personal greeting.
You will hear, "You may now change your greeting message".
- Press 30** To begin recording. Be ready with message.
- Press 1** To end recording.
- Press 40** To listen to your greeting.
- Press 10** To return to the main menu.

TO PROGRAM YOUR ACCESS CODE:

- Press 17** To change your access code.
You will hear, "You may now change your access code".
- Press 3** Enter your new access code followed by (#)
Enter an access code from 4 to 8 digits.
- Press 4** To verify your personal access code.
- Press 10** To return to main menu.

FOR MESSAGE RETRIEVAL:

- Press 2** To delete last message
- Press 3** To play newest to oldest
- Press 4** To play oldest to newest
- Press 5** To replay same message
- Press 6** To play all messages
- Press 7** To play time and date stamp
- Press 10** To return to the main menu.

FOR NUMERIC MESSAGE RETREIVAL:

- Press 14** To access numeric retrieval
- Press 6** To play all messages

IF YOU NEED HELP AT ANY TIME JUST PRESS THE STAR (*) KEY