SkyMail

User Guide

SkyLine
SkyBest

Voice Mail Access Number:_____
Your area code (if applicable) and telephone exchange followed by 6245 (MAIL)

Mailbox ID Number:_____
Your phone number

Password: _____

ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial _____ - MAIL.
   Your area code (if applicable) and telephone exchange followed by 6245 (MAIL)
2. If prompted, enter your Password and then press #. (Your password has initially been set to 0000 (four zeros). We recommend that you change your password using the directions that follow.)

Listening to your messages away from home:

1. Dial _____-MAIL
   (enter 1 + area code if applicable).
   Your area code and telephone exchange followed by 6245 (MAIL)
2. Enter your mailbox number (your phone number).
3. Enter your Password and then press #.

OR

1. Dial your home phone number and press * when your greeting starts.
2. Enter your Password and then press #.

RECORD YOUR GREETING

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

CHANGE YOUR PASSWORD

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

RETRIEVE MESSAGES
1. Access your voice mailbox.
2. Press 1 to listen to your messages. You will hear the announcement *"You have x new messages and x saved messages."*
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, 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.

CHANGE YOUR LANGUAGE SETTINGS
1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 5 to change language settings.
4. Press 1 for instructions in English.
5. Press 3 for instructions in Spanish.

USING VOICE MAIL TO E-MAIL
This option allows you to receive all voice mail messages via e-mail. You can set up your e-mail addresses (up to 50 characters) by accessing http://myphone.skyline.org (Your Username is your 10-digit phone number and your Password has initially been set to the last 4 digits of your phone number) or by contacting our customer service center.

1. When you get a voice mail message, you will receive an e-mail with the message attached.
2. Open the attachment and your media player will play the message.
3. If desired, save the attachment on your PC.
4. Follow the links in the e-mail to save or delete the message from the voice mail system.

If you have the sub-mailbox option, access your voice mailbox and follow the voice prompts. Please contact your customer service center for further information.

1-800-759-2226 • www.skyline.org