

### **Basic Voice Mail—\$3.95/mo**

Storage for up to twenty 30 second  
Messages

### **Deluxe Voice Mail—5.95/mo**

Storage for up to forty 60 second messages  
Notification via cell phone, pager, or  
telephone  
Up to 9 sub mailboxes

\$5.00 service charge when service is added

*You can receive your messages via  
e-mail and manage your messages  
via our Web Portal or with our  
Phone Central software.*

Communication is important to you. You take special care to be sure people can reach you as needed. Why risk missing calls? Voice Mail from Central Oklahoma Telephone Company makes certain that you always get your most important messages. After all—it's your call.

Our Voice Mail guarantees that you won't miss a call—if you are 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 Your PC or Smart Phone

**It's Your Call...**



**223 Broadway  
Davenport, OK 74026**

**Phone: 918-377-2241 or  
1-800-252-8854**

**E-mail:  
info@cotc.net**

# **VOICE MAIL USER GUIDE**



**IT'S YOUR CALL...**

**Take it.**

**Or, leave it to Voice Mail.**



# USING CENTRAL OKLAHOMA TELEPHONE VOICE MAIL



## ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial 918-XXX-MAIL (6245) or 55#. XXX is your local telephone prefix. Stroud customers dial 918-987-0131.
2. When prompted, enter the # key or your 10-digit mailbox number.
3. If prompted, enter your password and then #.

From a different phone:

1. Dial 918-XXX-MAIL (6245).
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

## 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. Your first new message may play immediately. If not, 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
- Press 5 Reply to the message\*
- 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

\* Voice Mail package must be set to allow this capability.

Your Voice Mailbox

Number Is: \_\_\_\_\_

Your Voice Mailbox

Password Is: \_\_\_\_\_

## USING VOICE MAIL TO E-MAIL:

1. Check your E-Mail as you normally would.
2. When you get a voice mail message, you will receive an email from 'VoiceMail@cotc.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.



Central Oklahoma Telephone Co.