

MLS of Elkhart County, Inc

Voice Mail Quick Guide

Check Your Voice Mail Messages

1. Call your Voice Mail Number
2. During your greeting, **press *** & your pass code
3. **Press 1** to listen to messages.
4. Press 1 for new messages – Press 2 for saved messages

Messages will play. Press 2 to respond (to message sent within the system) or any of the number's below:

*After you respond, message will begin to play again - press one of the following options:

- 3 to Delete Message
- 5 to Save Message
- 4 Forward Message to another member
- 7 Skip Message
- 6 Message Status (is New, Saved or Deleted, then skips to next message)
- 0 to Pause – Press 0 again to resume
 - * Rewind Message 5 seconds
 - # Fast Forward Message 5 sec
- 1 Restart Message From Beginning
- 9 Exit

Press 8 to access Option Sub Menu

- Press 1 – Hear Date & Time Message Was Left
- Press 2 - Hear Caller ID (if available)
- Press 3 – Raise Message Playback Volume
- Press 4 – Lower Message Playback Volume
- Press 9 – Return to Message Playback

To Record & Send a Message to other VoiceMail Boxes from inside the system.

- Call your Mailbox & enter * and passcode
- 2 Press 2 Record & Send a Message
- 1 Press 1 to enter the voice mail number(s)
- 8 Press 8 to begin recording
- # Press # when finished recording
- 8 Press 8 to send message

PLEASE NOTE: Your voice mail inbox holds 99 messages. Messages are saved for 50 days. If you receive a high volume of messages, make sure you save or delete them as you check them, otherwise your inbox will fill and new callers won't be able to leave a message.)