



GOOD NEWS! VOICE MAIL ANSWERS YOUR CALLS FOR YOU.

There are times when it is just not possible to answer your phone. Callers hear your personal voice greeting and can leave a message for you. Voice Mail then informs you with a stuttered dial tone that there are messages waiting. Blackfoot offers several voice mail package options. There's no equipment to buy, so there's no expensive set-up and nothing to maintain. Simplify your life with Voice mail today. **Call Blackfoot's Customer Care Team at 541-5000.**

Remove this quick card and keep it with you or near your phone to make voice mail the most convenient for your life!

COMMON KEYS FOR BLACKFOOT VOICE MAIL : KEEP THIS HANDY!

TO ACCESS YOUR VOICEMAIL:

- 1) Press *98 from your home or office phone.
- 2) Dial 541-1046 when away from your home.

TO MANAGE MESSAGES

- Press 1 > Repeat msg
- Press 2 > Save msg and go to next msg
- Press 3 > Erase msg and go to next msg
- Press 11 > Return to previous msg
- Press 22 > Mark saved msg as new
- Press 0 > Help options



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541-5000 | www.blackfoot.com

TO CHANGE SETTINGS (such as your PIN, etc.)

- Press 4 > Reach the mailbox settings menu from the main menu and follow prompts.
- Press 66 > Turn off date and timestamp.

BLACKFOOT'S OTHER CALLING FEATURES

Blackfoot offers more than 30 other calling features in addition to voice mail. They are available for a minimal monthly fee. For a full list of features, refer to our Blackfoot Phone Directory or our Web site at www.blackfoot.com/callfeatures. To add any to your current service, call us at **541-5000**. Here are a few of our most popular calling features:

- > Call Waiting & Call Waiting Disable
- > Custom Ringing
- > Three-Way Calling
- > Continuous Redial
- > Last Call Return
- > Call Forwarding
- > Remote Call Forwarding
- > Caller Identification (Caller I.D.)
- > Anonymous Call Rejection
- > Speed Calling
- > Call Forward Remote Access



Updated: MetaSphere V7.0 11/09

NEW SERVICE! UNIFIED MESSAGING

With Blackfoot's Unified Messaging Service you can unify all your messages in your email inbox. Yes, even a voice mail.

Voice mail and faxes, just like your email, can be assigned priority, color-categorized, attached, forwarded, stored in folders. Best of all, they're all in one place.



HOW DOES UNIFIED MESSAGING WORK?

A voice mail simply appears as an audio file in your email that you can click and listen to as easily as you do music. Imagine, no more navigating the touch tones through stored voice mails – just point-and-click, highlight-and-file and you're on to the next task. And, when you're ready to delete a voice mail, you may simultaneously remove it from both your email and voice mail box by simply deleting the email.

To learn more, go to www.blackfoot.com/um or call Blackfoot's Customer Care Team at 541-5000 to add this feature to your Blackfoot phone service.



VOICE MAIL

QUICK REFERENCE GUIDE

FOR BUSINESS AND RESIDENTIAL CUSTOMERS



- > INITIAL SET-UP
- > ACCESSING YOUR MAILBOX
- > CHECKING MESSAGES
- > CHANGING SETTINGS

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CUSTOMER CARE TEAM **406-541-5000**

START HERE

INITIAL SET-UP

From your phone,

DIAL 5 4 1 - 1 0 4 6

When you sign into Blackfoot Voice Mail for the first time, you will need to set up your mailbox. **You will be prompted to enter your mailbox #, which is your 10-digit area code and phone number.** This can **ONLY** be done from the phone line where your Voice Mail service is provided.

Voice prompts will guide you through these three easy steps:

1) CREATING YOUR PIN

(Personal Identification Number or Password)
You are prompted to enter a new PIN *(the default PIN & password is your 7 digit phone number)* and then you are asked to confirm it by re-entering it.

2) RECORDING YOUR NAME

Once you have recorded your name, is played back to you and you are provided with options to keep or change it.

To change your greeting, **PRESS** 1
To keep your greeting, **PRESS** #

3) RECORDING YOUR GREETING

You will be prompted to select a greeting. There are several options. Select the type of greeting you want and follow the prompts.

Personal Greeting **PRESS** 1
(announces your personal recorded greeting)

System Greeting **PRESS** 2
(announces your recorded name)

System Greeting **PRESS** 3
(announces your recorded phone number only)

System Greeting **PRESS** 4
(generic voicemail box announcement)

ACCESS YOUR MAILBOX

Choose one of these ways to access your mailbox, and then follow the prompts you hear.

From main phone: **PRESS** * 9 8

Either from main phone or another location: **DIAL**
5 4 1 - 1 0 4 6

TO LISTEN TO NEW AND SAVED MESSAGES:

While you're listening, you may move through your messages with keypad commands.

To save the message and go to the next message, **PRESS** 2

To skip forward five seconds within the message, **PRESS** 9

To pause the message, **PRESS** 8

To continue, **PRESS** 8

To skip backwards five seconds within the message **PRESS** 7

When the message finishes, you can choose one of the following message options:

To play the message again from the beginning, **PRESS** 1

To save the message and go to the next message, **PRESS** 2

To erase the message, **PRESS** 3

To reply to the message, **PRESS** 4

To return to the previous message, **PRESS** 1 1

To leave the message and go to the next message, **PRESS** #

To go to the Main Menu, **PRESS** *



3 WORKING WITH GREETINGS

The Greetings Menu allows you to change your current greeting or select other greeting options. You can reach the Greetings Menu by **PRESSING 3** from Main Menu and following the prompts.

4 CHANGING MAILBOX SETTINGS

The Mailbox Settings Menu allows you to change your settings, access handsfree and timesaver options and review security. You can reach the Mailbox Menu by **PRESSING 4** from Main Menu and following the prompts.

5 REMINDERS (NEW!)

The Reminders Menu allows you to set timed reminders for pending appointments or as follow up on saved messages. You can reach the Reminders Menu by **PRESSING 5** from Main Menu and following the prompts.

HELPFUL TIPS & KEYS

TIP ➤ The keys on the bottom row are everyone's favorites. **PRESS** "pound" # to skip quickly over messages for others and "star" * to return to the previous menu.

TIPS ➤ These next two helpful options can be turned OFF and ON to get your messages faster. Just go to Mailbox Settings, Main Menu 4, and follow the prompts.

- Skip PIN (Auto Log In) is the default setting for Blackfoot Voice Mail. For your protection, you need to enter your PIN code any time you're checking messages from another location.

- Turn OFF the Date and Time so you don't hear them automatically. When you need to hear it again, you can **PRESS** 6 6.