

Voice Mail Features and Options Overview

- ▶ **Number of Messages** This is the number of messages that can be stored in the voice mail box at any one time.
- ▶ **Storage Time** This is the total length of time allocated for messages in your Voice Mailbox, including your greeting. The larger the Voice Mail Package, the more storage time allocated.
- ▶ **Message Length** This is the total time allowed for each individual message that callers leave in your Voice Mailbox. All packages have a three minute message length.
- ▶ **Messages Kept** This refers to the number of days that messages will remain in your mailbox whether or not they have been listened to. Messages can be deleted at any time. Those messages not deleted by the user will automatically be deleted after 7 days.
- ▶ **Message Waiting Indicator** DTC Communications provides both a stuttered dial tone and a flashing light on your special telephone equipment at no additional charge to alert you when a message is waiting.
- ▶ **Multiple Associated Numbers** This allows the user to have multiple phone numbers share one Voice Mail box.
- ▶ **Distribution Lists** This feature allows you to group different lists of Mailboxes. For example, if you wanted to send a memo to everyone in your sales department, you can set up a list of people in that department, rather than sending individual messages.
- ▶ **Pager Notification** A reminder page alerts you when you have a new message in your Voice Mailbox.
- ▶ **Message Forward** This feature allows you to forward a message to another mailbox or distribution list. You can also record a message to tag to the front of the message you are forwarding.
- ▶ **Express Messaging** Allows you to leave a message for a voice mail user without ringing their phone.
- ▶ **E-Mail Notification** This feature allows you to not only store your messages in your Voice Mailbox, but also converts the Voice Message into E-Mail. You can listen to your messages, save, or delete them from your computer. This is very useful for those that have Internet service. You will never miss a message that is urgent while you are online.
- ▶ **Internet Control** This service allows you to access your Voice Mailbox to retrieve your messages, save or delete them and make changes to your service from a website: www.ManageMy-Phone.com.
- ▶ **Sub-Mailboxes** The Voice Mail system allows either 3 or 9 sub-mailboxes for each telephone line subscribed to the service, depending upon the package selected. Each user on a telephone line can have his/her own Voice Mailbox. PIN access for each mailbox ensures privacy. This is great for roommates, family members and people who work from home.

Requires applicable Call Forwarding Services.



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