

Combine any two or more features into your own FeaturesPlus discount package and save up to 40%.

Call 1-888-423-2333 for more information or visit nwtel.ca/voice.

Don't forget Northwestel's other Calling Features:

Call Display, Call Waiting, Call Waiting ID, Call Forwarding, Call Screen, 3-Way Calling, Smart Ring, Speed Calling, Call Return, Call Wakeup



Quick Reference Guide

Message Review:

- Dial your local access number from the list provided
- If you are calling from your own phone, enter your password when prompted
- If you are calling from another phone that has voice mail on it, press * when the system answers and follow the prompts to enter your 10 digit phone number and password
- Follow the voice prompts

While Reviewing Messages:

Skip	#
Return to beginning of message.....	1 + 1
Skip to end of message.....	3 + 3
Rewind.....	1
Fast Forward.....	3
Replay.....	4
Erase.....	7
Save in Archive.....	9

To Record Greetings:

Change Personal Options	4
Greetings	3
Record Personal Greeting	1

Power Keys:

Cancel/Exit.....	*
To finish/Skip.....	#
Help	0

Getting Started

To set up your mailbox from home, follow these instructions:

Dial:

Behchoko Edzo, NT	(867) 371-6245
Behchoko Rae, NT.....	(867) 392-6245
Carcross, YT	(867) 821-6245
Carmacks, YT.....	(867) 863-6245
Dawson City, YT.....	(867) 993-6245
Elsa, YT.....	(867) 995-6245
Fort Nelson, BC.....	(250) 774-6245
Haines Junction, YT	(867) 634-6245
Hay River, NT	(867) 874-6245
Inuvik, NT.....	(867) 678-6245
Keno, YT	(867) 995-6245
Marsh Lake, YT	(867) 660-6245
Mayo, YT.....	(867) 996-6245
Norman Wells, NT.....	(867) 587-6245
Ross River, YT.....	(867) 969-6245
Teslin, YT	(867) 390-6245
Watson Lake, YT	(867) 536-6245
Whitehorse, YT.....	(867) 667-6245
Yellowknife, NT	(867) 669-6245

- Dial the number above that pertains to your area
- Enter your temporary password (your telephone number)
- Follow the voice mail prompts to:
 - Enter your new password
 - Record your name and greeting

...works with you, for you, and instead of you!

With Voice Mail you can:

- Receive messages while you are on or away from your phone
- Check your messages from any TouchTone™ phone
- Forward and reply to messages
- See a blinking indicator when you have messages (appropriately equipped phones)
- Keep your phone working for you 24 hours a day
- Never miss a call

Enhanced Voice Mail gives you even more options:

- Create distribution lists to leave messages for groups of people
- Receive and store more messages
- Store messages for a longer period
- Create messages for future delivery
- Create multiple mailboxes for different users
- Create extended absence greetings (business only)



Voice Mail User Guide

Accessing your Voice Mail

Calling from home: 1. Call into the system (*99 where applicable) 2. Enter your password

Calling from outside home: 1. Call into the system 2. Listen to the introductory prompt 3. Press # 4. Enter your 10 digit phone number (includes your area code) 5. Enter your password

Main Menu

Check Unheard Messages

1 1

During Review

	Playback Controls		
Position	Rewind	Pause/Restart	Forward
	1	2	3
Speed	Slower	Envelope	Faster
	4	5	6
Volume		Normal	Louder
	7	8	9
	Cancel	Help	Skip
	* 0	#	

After Review

7 Erase
8 Reply
9 Save
4 Replay
5 Envelope
6 Send Copy
* Return to Main Menu

Review

1

Send

2

Record Message

# End	1 Replay
* Cancel	* Re-record

Enter Destination

Delivery Options	
1 Private	# Send
2 Urgent	
3 Message Configuration	
4 Future Delivery	

Enter Additional Destination

* No More Destinations

1 Confirm Receipt
2 Notify of Non-Receipt

Check Receipt

3

Enter Mailbox Number

Personal Options

4

Personal Options				
1 Notification On/Off	2 Administrative Options	3 Greetings	4 Notification Schedule	6 Security Options

Voice Mail Enhanced Voice Mail

1 Passwords	1 Personal greeting	1 1st Schedule	1 On
2 Group Lists	2 Extended Absence	2 2nd Schedule	2 Off
3 Prompt Levels	3 Name	3 Temporary	
4 Date & Time Playback			

1 Personal	1 Create
2 Home	2 Edit
3 Guest 1	3 Delete
4 Guest 2	4 List Names
5 Secretary	

1 Standard
2 Extended
3 Rapid