

PRO-Tone Hosted Services User Guide

To Access Voice Mail Options

Dial *98# or Press Voice Mail Button

Press= 1 to listen to messages

Press= 2 Personal Options

1= Admin Options

1= Change Password

3= Prompt Level

4= Date & Time

6= Auto Play

* To Return to Personal Options

Press= 3 Greetings

1= Extended Absence Greeting

2= Personal Greeting

3= Name

* To Return to Personal Options

To Access Portal Options

Dial *31 # or access anywhere by dialing 719-623-4111

Enter your account number 1-719-XXX-XXXX

Enter Pin Number (Use your VM Password / Default is 777)

1= Check Voice Mail / if applicable

1= Listen to Messages

2= Go to VM Options

1= VM Enable

2= VM Auto Play

3= VM Date & Time

To Return to VM Main Menu

* To Return to Main Menu

2= Account Balance / Not Used

3= Call Forward Settings

1= Follow me Forwarding

2= Forward No-Answer

3= Forward All Calls

* To Return to Main Menu

4= Additional DID / Not Used

5= Preferences

1= Call Waiting

2= Caller ID

3= VM Greetings

4= VM Language

* To Return to Main Menu