

Use Voice Mail to Email to retrieve messages anytime or anywhere -

Your Phone Line

Use any touch-tone phone to check messages, whether you're at home, in the office or on the road.

Your Email Account

Our e-Forward option allows you to retrieve and play voice messages from your email.

ManageMyPhone.com

Manage your voice mail settings from anywhere you access the Internet. Play messages, maintain personal settings, notification settings, and more.



PO Box 87
425 South Stark Highway
Weare, NH 03281
603-529-9911
www.myGSC.com



Voice Mail to Email

User Guide

Accessing Your Mailbox

1. If calling from the phone subscribed to Voice Mail to Email, dial the *97 quick access code, or dial the access phone number, then press #.
Note: If using Auto Login, no entry is required.

OR

If calling from a remote phone, dial the access phone number. When prompted, enter your 7-digit telephone number.

2. If requested, Enter your password, followed by the # key. Your password will be a default of four zeros (0000) until you change it.
3. Main Menu: Press 1 to retrieve messages, Press 3 to send, Press 7 for current date and time, or Press 9 for mailbox setup. Depending upon mailbox setup, the first new message will play immediately.

Setting Up Your Mailbox

Mailbox Setup Menu Options:

- Press 1: Greeting Options (you can disregard this step if you choose to use the default greeting).
- Press 2: Change Password.
- Press 3: Notification Options.
- Press 4: Disable/Enable Auto Login.
- Press *: Return to Main Menu.

To Change or Record Your Greeting:

- Press 1: Greeting Options.
- Press 2: Re-Record Your Greeting.
- Press #: End Recording Function.
- Press 1: Listen to Greeting.

To Create Multiple Greetings:

- Press 5: Pick a New Greeting, then choose a new greeting # (2-9).
- Press 2: Record Greeting.
- Press #: End Recording Function. Repeat steps 5 and 6, choosing a different greeting # each time.
- Press 5: Pick a New Greeting, then choose the greeting you wish to become active.
- Press *: Return to Main Menu.

Accessing Your Sub-Mailbox

1. Follow Step 1 from Accessing Your Mailbox.
2. Enter your sub-mailbox number,
OR
If you are the group administrator and wish to record a group greeting, Press * to access the Group Greeting Menu. Voice prompts will guide you through those steps.
3. If requested, Enter your password, followed by the # key. Your password will be a default of four zeros (0000) until you change it.
4. Main Menu: Press 1 to retrieve messages, Press 5 to hear which sub-mailboxes have new messages, or Press 9 for mailbox setup.

Retrieving Messages

Message Retrieval Menu Options:

- Press 1: New Messages.
- Press 2: Saved Messages.
- Press *: Return to Main Menu.

To Listen to Messages:

- Press 1: Play or re-play Messages.
- Press 2: Save Message and Go to Next.
- Press 3: Delete Message and Go to Next.

To Undelete Message:

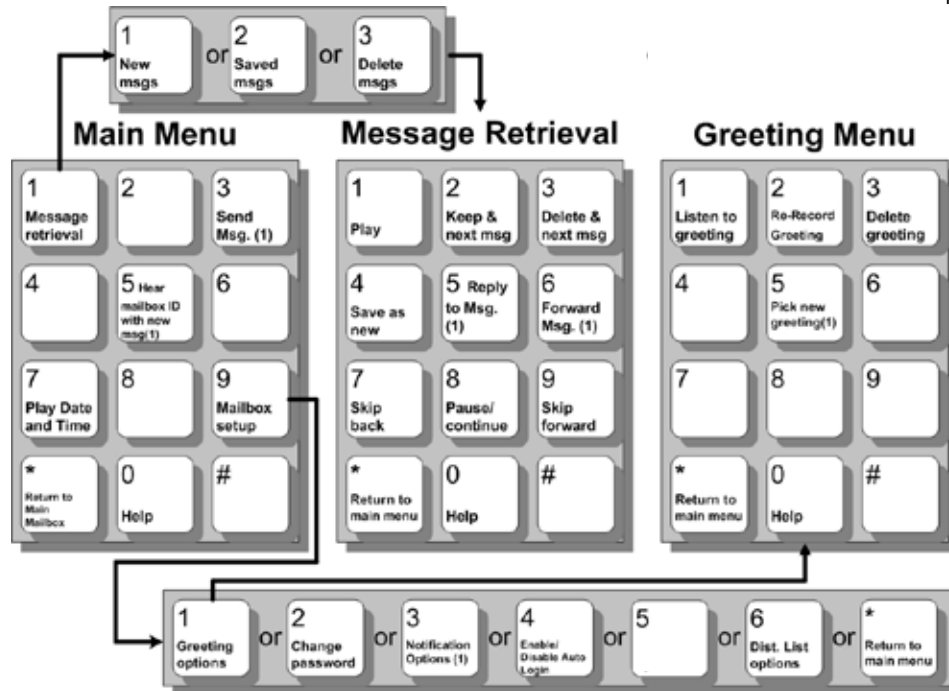
- Do not hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted:
- Press 4: Save Message as New.

Additional Message Retrieval Options:

- Press 5: Reply to a Message.
- Press 6: Forward Message.
- Press 7: Skip Back Three Seconds.
- Press 8: Pause or Continue Message.
- Press 9: Skip Forward Three Seconds.
- Press *: Return to Main Menu.

To Change Your Password:

- Press 2: Change Your Password.
- Enter new password, followed by the # key. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one you will remember.
- To verify, enter your password, followed by the # key.



For video demos on how to manage messages online using Phone Central or ManageMyPhone.com, visit www.myGSC.com.

Helpful Numbers

Obtain the following numbers from Customer Care at the time of provisioning:

Access number: _____

Quick Access Code: *97 _____

Mailbox number: _____

If you need help while using Voice Mail to Email, press 0 at any time to hear a full explanation of the feature you are using.

If you are having trouble accessing your messages, please call 603-529-9931 or 1-800-559-9939 (Outside NH).