

# USING SKT VOICEMAIL

## ACCESS YOUR VOICEMAIL

**From the phone subscribed to the service:**

1. Dial \*59.
2. If prompted, enter your password and then #.

**From a different phone:**

1. Dial your local prefix – 0059.
2. Enter your 10-digit telephone number.
3. Enter your password and then #.

## RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.

## CHANGE YOUR PASSWORD

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password and then press #.
5. When prompted to verify the password, enter it again and then press #.

## RETRIEVE MESSAGES

1. Access your voice mailbox.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement *“You have x new messages and x saved messages.”*
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

### WHEN RETRIEVING MESSAGES, YOU CAN:

Press 1 Play the message again

Press 2 Save the message and play the next

Press 3 Delete the message and play the next

Press 4 Save the message as new

Press 5 Reply to the message

Press 6 Forward the message to another mailbox

Press 7 Skip backward in the message

Press 8 Pause the message

Press 9 Skip forward in the message

**If you need assistance, please feel free to call SKT Customer Care at 620.584.2255 or 888.758.8976.**

## OUT DIAL

**(MAY BE MANAGED FROM WEB PORTAL)**

This can be any local number that you choose, which will allow callers to be redirected to, if they press “0” while listening to, or after they have heard, your recorded message. You may use this feature when you want callers to be able to reach you at another local number, for example; your work or mobile phone number.

*\*VoiceMail package must be set to allow this capability.*

No special characters for username and passwords for the Web Portal.



## USING VOICEMAIL TO E-MAIL:

1. Check your e-mail as you normally would.
2. When you get a VoiceMail message, you will receive an e-mail from ‘VoiceMail@sktcompanies.com’ delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the VoiceMail system.