Voice Mail

BEN LOMAND
C O N N E C T

Users Guide

Mailbox ID Number: _____
(your 10 digit phone number)

Your New Password: _____

Access Numbers:

815-0318... Warren Co.
                    & McMinnville
738-0318... White Co.
692-0318... Grundy Co.
467-0318... Pelham
946-0318... Van Buren Co.
596-0318... Hillsboro
394-0318... Beech Grove

800-974-7779
www.benlomandconnect.net

Voice Mail Options

Press 1 to get
NEW MESSAGES:

1 = Repeat message
2 = Save message
3 = Delete message
4 = Reply to message
5 = Copy message
# = Leave as new message and go to next message
⋆ = Back to main menu

Press 2 to
SEND a MESSAGE:

– Enter 10 digit number or group list then press # #
– Record message and press #
– To send message press #

Press 3 to work with
**GREETINGS
MENU:**

1 = Personal Greeting
2 = Extended Absence Greeting
3 = System generated greeting or change
     recording of name
5 = Greeting they will hear while you're on the phone
6 = Out of hours greeting
⋆ = Exit Menu

Press 4 to change
**MAILBOX
SETTINGS:**

1 = Work w/group list
2 = Hands free and time saver options
3 = Security options
5 = Notification options
6 = Additional settings
⋆ = Exit Menu

Press 6 to hear
**DELETED
MESSAGES:**

1 = Repeat
2 = Restore
3 = Permanently delete
4 = Reply
5 = Send a copy

**Leave Mailbox & Logon
as another Subscriber:**

- Enter 10 digit phone number followed by #
- Enter pin code followed by #

Helpful Hints:

- Dial 0

To EXIT Mailbox:

- Dial ⋆

BEN LOMAND CONNECT

*All users will need to dial into their voice mail to
initialize their new mailbox. Messages will not be
able to be retrieved until mail box is initialized.*