

ACCESSIBLE

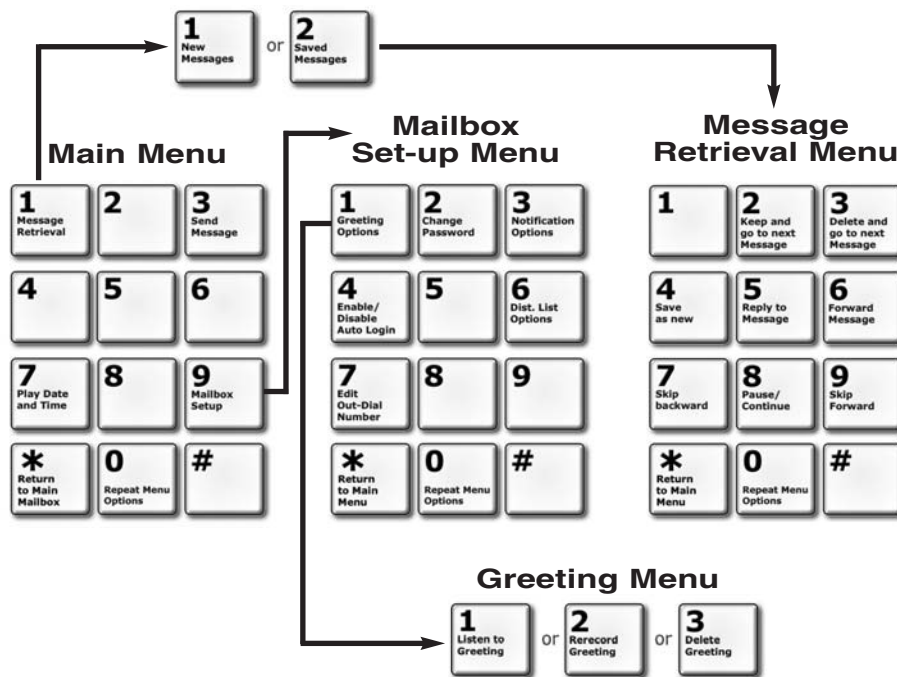


RELIABLE

CONVENIENT

MESSAGE DIRECT™ VOICE MESSAGING SERVICES

MESSAGE DIRECT™ Key Reference



MAILBOX OPTIONS*

MESSAGE DIRECT™ 10/2	10 – 2 minute message	\$3.50
MESSAGE DIRECT™ 20/2	20 – 2 minute message	\$5.00
MESSAGE DIRECT™ 15/3	15 – 3 minute message	\$6.00
MESSAGE DIRECT™ 20/4	20 – 4 minute message	\$9.00
MESSAGE DIRECT™ 25/5	25 – 5 minute message	\$12.00

* Must have one call forward feature.

ADDITIONAL OPTIONS

MESSAGE DIRECT™ Greeting 3	3 minute greeting	\$3.00
MESSAGE DIRECT™ Greeting 5	5 minute greeting	\$12.00
MESSAGE DIRECT™ Out-Dial	(also known as a "Dial-0")	\$2.00
MESSAGE DIRECT™ Sub-mailbox	(also known as a "Tree-mailbox")	\$3.00
MESSAGE DIRECT™ Paging	pager notification	\$3.00



You will never miss a call and your messages can be retrieved from any location simply by dialing **2 3 4 MAIL** (234-6245) in the Hutchinson area or **5 9 3 MAIL** (593-6245) in the Litchfield area. All incoming calls will automatically forward to your MessageDirect™ mailbox if unanswered. MessageDirect™ “greeting only” is a mailbox that allows you to give your callers information such as your business hours or activity schedules, but is not a mailbox that takes messages.

To subscribe to MessageDirect™ call customer service at 800-303-7039 or for more information, log onto www.hutchtel.net and click on MessageDirect™.

ACCESSING YOUR MAILBOX

- 1a. Dial **2 3 4 MAIL** (234-6245) in the Hutchinson area or **5 9 3 MAIL** (593-6245) in the Litchfield area.

THEN:

- If using **Auto Login** from the phone your voicemail is assigned to, no entry is required
- OR:**
- If NOT using **Auto Login** from the phone your voicemail is assigned to, you will be prompted for your password*
- OR:**
- If calling from a remote location, **Enter your seven-digit telephone number** followed by your 1-16 digit password

- b. Another way to access your mailbox is to dial **your home or business number**. Then Press ***** while the greeting is playing to access your voice mailbox.

* Your password will be a default code of “0000” until you change it.

- MAIN MENU:**
- 1** to listen to messages
 - 3** to send a message
 - 7** current date and time
 - 9** set-up voice mailbox

TO RETRIEVE MESSAGES

Two options in **MESSAGE RETRIEVAL MENU:**

- 1** to listen to new messages
- 2** to listen to saved messages

Listen to messages:

- 1** play or re-play message
- 2** save message and go to next
- 3** delete message and go to next*
- 4** save message as new
- 5** reply to a message
- 6** forward message
- 7** skip back three seconds
- 8** pause or continue message
- 9** skip forward three seconds
- *** return to **MAIN MENU**

***Undelete Message:** Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted Press **4** to save the message as new.

ACCESSING YOUR SUB-MAILBOX (TREE-MAILBOX)

1. Dial **2 3 4 MAIL** (234-6245) in the Hutchinson area or **5 9 3 MAIL** (593-6245) in the Litchfield area.

2. **Enter your seven-digit mailbox number** Press ***** while the greeting is playing to access your voice mailbox.

3. If requested, **enter your password** followed by **#**.

- MAIN MENU:**
- 1** to listen to messages
 - 3** to send a message
 - 7** current date and time
 - 9** set-up voice mailbox

NOTE: Save sub-mailboxes begin with 555-xxxx

NOTE: A new or saved message will archive for 30 days. The system will automatically purge and delete messages older than 30 days.

MAILBOX SET-UP MENU

From the main menu, Press **9** for the set-up menu.

There are seven options in the **SET-UP MENU:**

- 1** For Greeting Options
- 2** To Change Password
- 3** To Edit Notification Options
- 4** To Change Your **Auto-Login** Option (Disable/Enable)
- 6** To Edit Your Distribution List
- 7** To Edit Your Out-Dial Number (Dial “0”)
- *** Return to **MAIN MENU**

GREETING MENU

Press **1** for **GREETING OPTIONS:** to change or record your greeting

- 1** to play your greeting
- 2** to record or re-record your greeting
- 3** to delete this greeting