

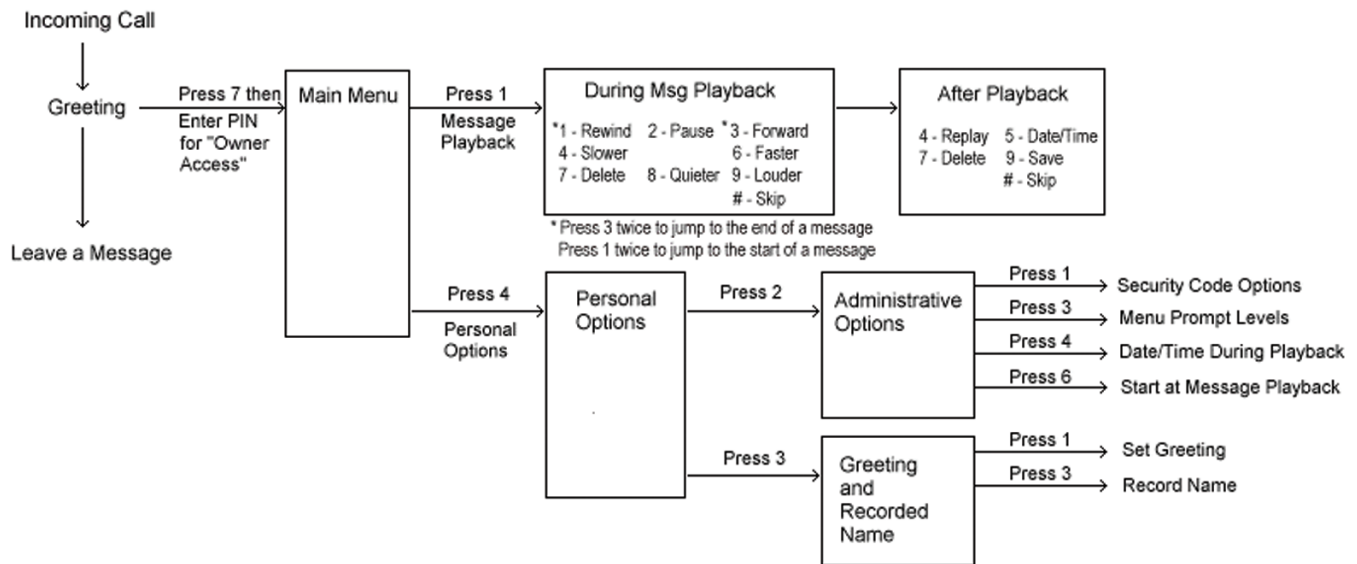


# V-Mail Unified Messaging

Velocity Telephone, Inc.

## V-Mail Set-Up Instructions

### V-Mail Voice Mail Structure:



### To Set-Up Your Voice Mail Personal Greeting:

- Dial the unified messaging number assigned to you in your welcome e-mail.
- Interrupt the greeting by pressing 7. If you are dialing from your direct telephone number, you will automatically be asked to enter your PIN without pressing 7.
- Enter your PIN.
- From the main menu:
  - Select 4 for administrative options
  - Select 3 for greetings and recorded name
  - Select 1 to change your greeting
- Select 1 for a standard greeting with your direct telephone number.
- Select 2 for a standard greeting with your name.
- Select 3 for a personal greeting.



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