

Call or stop by the
Harmony Telephone
Company office to sign up!

If you are tired of missing calls when you are away from home, then now is the time to take control of your communications needs with Voice Mail from Harmony Telephone Company. You can rely on Voice Mail while you are talking on the phone, when you are out, and even when there is a power outage.



**Harmony Telephone
Company**

35 1st Ave NE
PO Box 308
Harmony, MN 55939

Phone: 507-886-2525
Email: info@harmonytel.com



**“Tired of
juggling all
your calls?”**



**Let Voice Mail
answer for you.”**

FREE VOICE MAIL



**Listen to your Voice Mail
by phone or e-mail!**



**Harmony Telephone
Company**
35 1st Ave NE
Harmony, MN 55939

TELEPHONE: 507-886-2525

Accessing Your Mailbox

Mailbox Number Is Your 10-digit Telephone Number.

1a. Dial (886-6245, or toll free 1-877-501-5333). Then Either:

-If using **Auto Login** and accessing from your home phone, no entry is required, **OR**

-**Press #** if calling from the phone your voice mail is assigned to, **OR**

-**Enter your 10-digit telephone number**, if calling from a remote phone.

OR

b. Dial **Your Home** or **Business number**. Then **Press the * key** while the greeting is playing to access your voice mailbox.

2. If requested, **Enter your password, followed by the # key**. Your password will be a default code of "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.

To Retrieve Messages

Three options in message retrieval menu:

- Press 1:** New Messages.
- Press 2:** Saved Messages
- Press *:** Return to main menu

Listen to messages:

- Press 1** - Play or re-play message.
- Press 2** - Save message and go to next.
- Press 3** - Delete Message and go to next.
- Press 4** - Save message as new.
- Press 5** - Reply to message. (1)
- Press 6** - Forward message. (1)
- Press 7** - Skip back three seconds.
- Press 8** - Pause or continue message.
- Press 9** - Skip forward three seconds.
- Press *** - Return to main menu.

(1) **Optional Feature**



Five Options in the mailbox set-up menu:

- 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. (1)
- Press 4:** Disable/Enable Auto-Login.
- Press *:** Return to main menu.



To Change or record your greeting:

- Press 1** - Greeting options.
- Press 2** - Record your greeting.
- Press #** - End recording function.
- Press 1** - Listen to greeting.
- Press 2** - Save greeting. Greeting must be saved to be activated.
- Press 3** - Delete greeting.
- Press 4** - Re-record greeting. Then follow steps 3-5 again.

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 that you can remember.
- To verify, enter your password, followed by the # key.

How Do I Know I Have A Message?

Checking your messages is as easy as picking up your phone. If you have a message your phone will have a 'stutter' dial tone. When you hear this special dial tone you know a message is waiting for you.



E-FORWARD (Optional Voice Mail Feature)

With E-FORWARD, your Voice Mail messages will be e-mailed to you as an audio attachment. Listen to your messages, save or delete them all from your computer.