



Phone Call Management

Quick Reference Guide

Customer Service
(303)530-5100

To Log In to your Messenger

1. Call your Personal # from phone
2. While Greeting plays, press *
3. Enter your password followed by *
(The system will advise you on the # of messages, both "New" and "Played")

To Personalize your Messenger

1. Call your Messenger and Log in
2. Press (6) to modify system options
3. Press (7) to modify Password, Outgoing Greeting or Voice Signature
4. Select (6) for Outgoing Greeting or (8) for Voice Signature. Select greeting #1
5. Listen to prompts
6. Record and Press * to end
7. Press 5 to Keep

To modify your Password

1. Login into Messenger
2. Select (6) to Modify System Options
3. Select (7) to Select user Set-up
4. Select (7) to modify Password
5. Enter new password (3-6 digits)
6. Re-Enter new password
7. System will confirm new password

Helpful Keys

- (9) Cancels action
- (0) Pause

To Listen to Messages

1. Call your # and Log in
2. Select (5) to Listen
3. If you wish store the message press (5) to Keep, then (6) for Next
4. To exit, just hang up

While listening to messages

1. Back 8 seconds
- 11 Back to beginning of message
2. Forward 8 seconds
3. Delete Message
5. Keep Message
6. Next Message
7. Reply to Message
8. Transfer Message
9. Cancel
0. Pause

Additional Features

(Based on service plan selected)

To send a message to another user

1. Call into system and Log In
2. Select (7) to Send
3. Enter the user's ID, press *
4. Record message, press *
5. Press (7) to Send or listen to prompts

To reply to Another User

1. After listening, press (7) to Reply
2. Enter User ID (if requested), press *
3. Record your reply, press *
4. Press (7) to Send or listen to prompts

To Transfer a message

1. After listening, press (8) to Transfer
2. Enter user ID, press *
3. Record comment, press *
4. Press (7) to Send or listen to prompts

Additional Features Available

Message Connect, Fax Services, Call Screening, Out-dial

For additional feature guides or information please contact customer service at (303) 530-5100 8-4 Mon thru Friday or email cservice@comcenters.biz