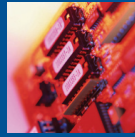


Never miss an important call with Reedsburg Utility's Voice Mail. Choose Residential and Business services with Voice Mail Web Portal Access.

Voice Mail Packages



Residential:

Holds 100 messages per folder
Message length 3 minutes
Greeting length 60 seconds
Residential Rate: \$4.45

Business:

Holds 100 messages per folder
Message length 3 minutes
Greeting length 60 seconds
Business Rate: \$5.95

Voice Mail Portal Access Option: \$

Manage your account thru our web portal
Have Voice Mails emailed to you
Access your Voice Mail account from any email connection
Can enable or disable active features

CALL WAITING

CALLER ID

CALL FORWARDING

3-WAY CALLING

SPEED DIAL



Getting Started

Shortcuts

Packages

www.ReedsburgUtility.com



PO Box 230 •
501 Utility Ct •
Reedsburg, WI 53959 •
Ph: 608-768-1000 •
Fx: 608-524-2423 •



Reedsburg Utility Commission

Call Waiting

Never miss another call with Call Waiting! This feature alerts you when someone else is calling you while you are on the phone by hearing a tone. This feature is available with Residential and Business telephone service.

Caller ID

With Caller ID you'll know who's calling before you even answer your phone. It's easy and affordable! Reedsburg Utility offers two easy options: Caller ID Number and Caller ID Name and Number. Both options are available for Residential and Business service.

Call Forwarding

With call forwarding you have the ability to re-direct your call to another line. For example you can have your home phone number directed to your work number or vice versa. Call Forwarding is available with Residential and Business telephone service.

Speed Dial

Speed Dial allows you to dial frequently called numbers using a two digit code, it's quick and convenient. Contact our office for current pricing at 608-768-1000.

Voice Mail

Recording a Greeting

Follow prompts to set greeting & record your message after the tone. After the tone say your message, & press the # key. Then follow the options below:

- 1- Accept this recording
- 2- Listen to the recording
- 3- To re-record your message

Voice Mail Retrieval (NOTE: You will have a stutter dial tone if you have a message waiting for you.)

From your phone Dial *83

From another location: Dial access number 768-5000
Enter your 10 digit telephone number
Enter your password (your password is your ten digit telephone number, you can change your password after your first log in)

Press 1 to listen to your new messages

- *To Save a message, press-9
- *To Delete a message, press-7
- *Repeat the current message-5
- *Play the next message-6
- *Forward this message-8

Main Menu Options

- 1-New messages
 - 2-Change Folders
 - 3-Advanced Options
 - 0-Voice Mailbox Options
 - *-Repeat the Menu Options (Help)
 - #-Exit from the Voice Mail System
- Create a Voice Message Option

Record the message after the tone, when finished dial #

Change Your Password

Voice mail will ask you to enter your new password followed by #

Enter your new password and #

Re-enter your new password followed by #

Voice mail will confirm that your password has been changed and returns you to the options menu

Voice Mail Box Options

- Record your unavailable message-1
- Record your busy message-2
- Record your name-3
- Record your temporary greeting-4
- Change your password-5

Voice Mail Message Controls

- Interrupt message introduction-1
- Rewind the message by 3 seconds*-
- Forward the message by 3 seconds-#
- After message has been played:
- Repeat the current message-5
- Play the next message-6
- Delete this message-7
- Forward this message-8
- Save this message-9

Change Folder Options

- New Messages-0
- Old Messages-1
- Work-2
- Family-3
- Friends-4
- Return to Main Menu-#

3-Way Calling & Speed Dial

3-Way Calling

Talk to three parties all at once! It's easy and affordable through Reedsburg Utility. Residential and Business offerings apply, contact at our office for current pricing at 608-768-1000.



768-1000

www.ReedsburgUtility.com

