

Wireless Voicemail User Guide



ACCESS YOUR VOICE MAIL

1. Hold down the “1” on the key pad.
2. If prompted, enter your password and then #. (Your password has initially been set to 0000 (four zeros). We recommend that you change your password using the directions that follow.)

Listening to your message when away from your village:

1. Dial 907-751-9500
2. Enter your mailbox number (your phone number).
3. Enter your password then press #.

OR

1. Dial your cell phone number and press * when your greeting starts.
2. Enter your password then press #.

RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting then press #.

CHANGE YOUR PASSWORD

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password then press #.
5. When prompted to verify the password, enter it again then press #.

RETRIEVE MESSAGES

1. Access your voice mailbox.
2. Press 1 to listen to your messages. You will hear the announcement, "You have x new messages and x saved messages."
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

When retrieving messages, you can:

- Press 1 to play the message again.
- Press 2 to save the message and play the next.
- Press 3 to delete the message and play the next.
- Press 4 to save the message as new.

CHANGE YOUR LANGUAGE SETTINGS

1. Access your voice mailbox
2. Press 9 for the mailbox setup menu.
3. Press 5 to change language settings.
4. Press 1 for instructions in English.
5. Press 3 for instructions in Spanish.

USING VOICEMAIL TO E-MAIL

(requires web portal, contact ASTAC Customer Service for assistance)

This option allows you to receive all voicemail messages via e-mail. You can set up your e-mail addresses (Up to 50 characters) by accessing <http://msg.astacalaska.net> Username is your 10-digit phone number and your password has initially been set to 0000.

1. When you get a voicemail message, you will receive an e-mail with the message attached.
2. Open the attachment and your media player will play the message.
3. If desired, save the attachment on your PC.
4. Follow the links in the e-mail to save or delete the message from the voicemail system.

If you have the sub-mailbox option, access your voice mailbox and follow the voice prompts. Please contact customer service for further information.



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1-800-478-6409

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