



VOICEMAIL USER GUIDE

TO SET UP YOUR MAILBOX

To set up your new Voicemail Box for the 1st time, you must be calling from your primary phone line that the voicemail is on.

- Dial: 715-228-7000 for Coloma Customers
715-249-7000 for Hancock Customers
715-335-7000 for Plainfield Customers
715-366-7000 for Almond Customers
- First you will be prompted to change your PIN number--this must be 4-20 digits
- Next you will be prompted to record your name
- Finally you will be prompted to choose your greeting

ACCESSING YOUR MAILBOX

- Dial: 715-228-7000 for Coloma Customers
715-249-7000 for Hancock Customers
715-335-7000 for Plainfield Customers
715-366-7000 for Almond Customers
- If calling from your primary line it will prompt you for your PIN number
- If calling from outside your home or company you will need to enter your phone number with the area code
- Enter your PIN, followed by the # key
- Main Menu:
 - Press 1 to Review Messages
 - Press 2 to Send Messages
 - Press 3 to Work with Greeting Menu (Greeting Options)
 - Press 4 to go to Mailbox Settings (to change your PIN)
 - Press 6 to Review Erased Messages
 - Press 7 to Switch Accounts
 - Press 0 for Help
 - Press * to Exit

