

Instructions to Voice mail Plus - service

Below, you can find instructions on how to change the PIN code of the supplementary Voice Mail Plus service, record, activate and change greetings, listen and delete messages, and manage Voice Mail via the Minun Telia website.

Voice Mail will answer calls on your behalf when you do not answer within 30 seconds, or the phone is turned off or without service.

These instructions do not apply to Touchpoint or VIP service users. Please refer to separate Touchpoint voice mail or VIP voice mail instructions.

Changing Voice Mail's PIN code

1. Call your Voice Mail number **042 333 0 333**.
2. Listen to any messages you have or press ****** to skip them.
3. You are now in the main Voice Mail menu. Press **3** (Edit Voice Mail settings).
4. Next, press **4** (PIN settings).
5. Enter a new 4–10-digit passcode and press **#**.
6. You can hang up the call.

Recording, activating and changing greetings

1. Call your Voice Mail number **042 333 0 333**.
2. Listen to any messages you have or press ****** to skip them.
3. You are now in the main Voice Mail menu. Press **3** (Edit Voice Mail settings), then press **1** (Edit greetings).
4. Select the desired greeting from the options:
 - 1 – customise your personal greeting
 - 2 – customise your international greeting
 - 3 – edit your out of office greeting
 - 4 – edit your name greeting
5. Follow the instructions and save the greeting.

Activating or changing greetings

1. Call your Voice Mail number **042 333 0 333**. Listen to any messages you have or press ***** to skip them.
2. Voice Mail will tell you which greeting is active when you press **1**.
3. Press **1** again to edit the settings for alternative greetings. Press **1, 2, 3** or **4** to select the desired greeting.
4. For more instructions, press **0***.

Recording a greeting after initial set-up

1. Call your Voice Mail number **042 333 0 333**. Listen to any messages you have or press ***** to skip them. Press **2** to edit Voice Mail settings.
2. Press **1** to proceed to greetings and then press **1** again to edit them. Press **1** once more to modify your personal greeting.
3. Press **1** to record your own greeting of up to one minute or press **3** to edit the greeting. Record your greeting and press **#**.
4. Press **1** to listen to the greeting you recorded or press **3** to re-record the greeting.
5. Press **2** to enable the greeting you recorded or press **4** to delete it.

Listening and deleting messages

You can listen to incoming voicemails by calling your voice mail number 042 333 0 333. When listening to messages, you can use the following shortcuts:

- # or 6 – skip to the beginning of the next message
- 0 – call back to the person who left the message
- 1 – rewind the message
- 2 – save the message
- 3 – fast forward the message
- 5 – delete the message
- 7 – pause playback
- 8 – play help for listening to messages
- 9 – go to the details of the person who left the message
- * – abort listening to the message

Note! Any messages you have listened to will automatically and permanently disappear after 14 days, and new, unlistened messages after 10 days, unless you delete them earlier. Voice Mail can hold up to 50 messages. If Voice Mail is full, messages must be deleted for more space.

Managing Voice Mail via the Minun Telia website

You can edit your Voice Mail after logging in at Minun Telia using the number of the subscription whose voice mail you want to edit.

After logging in, you can, for example,

- listen to and manage greetings
 - edit your passcode and language settings
1. Log in to Minun Telia using your work subscription's phone number.
 2. Enter your mobile phone number (e.g., 0401234567) and password. If necessary, you can obtain a password by texting **SALASANA** to the number **15400**. The text message is free of charge.
 3. Select your subscription.
 4. On the menu on the right, select *Vastaaja*.
 5. You are now in Voice Mail settings, where you can make the above-mentioned changes on the various tabs.