



507-214-1000 / 1-800-250-1517

Welcome to Jaguar Communications' Voicemail System.

Our Voicemail System will allow you to keep in touch with your messages like never before.

- Setup, manage and listen to your VM online.
- Have VM received notices sent to your email address and/or text device.
- Listen to your messages and change your VM options from any phone.
- Audible message waiting indicator on your phone. (If you have new messages, you will hear a stuttered dial tone on your line)

When your Jaguar VM is first activated it will use a default greeting and can receive messages immediately.

To listen to your messages or change your VM options from your VM enabled Jaguar line, dial *318 and use the last four digits of your VM enabled telephone number as the initial Account Password.

Note: For security reasons, Jaguar Communications recommends that you change your VM Account Password when you first log on. Account Passwords or PIN codes must be 4 to 8 digits in length.

To listen to your messages or change your VM options from a phone other than your VM enabled Jaguar line, call your VM enabled telephone number and when the system answers, press * and enter your Account Password when prompted or call one of the access numbers listed below and enter your ten digit Jaguar VM enabled telephone number and your Account Password when prompted. (1+507 may be required. Long distance charges may apply)

Albert Lea	552-1110	Northfield	366-1110
Austin	355-1110	Owatonna	214-1110
Faribault	209-1110	Rochester	361-1110
Bloomington Prairie	572-1110	Waseca	310-1110

To setup, manage and listen to your VM online, go to <http://voicemail.jagcom.net>
Enter your ten digit VM enabled telephone number as the UserID and the last four digits of your VM enabled telephone number as the Password. For further instructions on VM web access, please go to <http://www.jagcom.net/vmweb.pdf>

VM Telephone Quick navigation menu:

VM log in

- Dial *318 from your VM enabled line and enter your Account Password when prompted.
- If calling from a line other than your VM enabled line, call your VM enabled telephone number and when the system answers, press * and enter your Account Password when prompted or dial one of the access numbers listed above and enter your ten digit VM enabled telephone number and Account Password when prompted.
- Once logged in you can choose which mailbox you wish to manage by immediately dialing the digit that corresponds with the mailbox you wish to manage (0 through 9 depending how many VM boxes you have).
- The system will then prompt you for the PIN code for that mailbox. Default PIN codes for individual mailboxes are the last four digits of your VM enabled telephone number appended with the mailbox number (0 through 9). Example: you wish to manage mailbox 0 and your Account Password is 1234, the pin code for mailbox 0 is 12340.

Listen to your messages

- Log in to VM
- Listen to the audio prompt letting you know the status of your messages or immediately dial the digit that corresponds to the mailbox you wish to manage. Enter PIN code when prompted
- Press 1 to play messages
- Press 5 to repeat current message
- Press 6 to skip to next message
- Press 4 to play the previous message
- Press 7 to delete the current message
- Press 9 save the current message

Change Password

- Log in to VM
- Dial the digit that corresponds to the mailbox you wish to manage and enter PIN code when prompted
- Press 9 for account options
- Press 4 to change password
- Listen to audio instructions

Record Main Greeting

- Log in to VM
- Press 0 for Mailbox Options
- Press 1 to Record Greeting
- Record your Main Greeting. Example: "You have reached Jaguar Communications, to leave a message for our Billing Dept. Press 0 to leave a message for our Support Dept. Press 1 and so on"

Notes:

Jaguar only supports the Unavailable Message and not the Busy Message. Callers will only hear the Unavailable Message when a call goes unanswered or the line is busy.

The VM system has Audio Instructions for all tasks and options. Please listen to all instructions carefully.

A stuttered dial tone will be heard on your line if you have a message waiting.

If you have a telephone that supports a visual message waiting indicator, the system will also alert you in that way.

Unanswered calls will be answered by the VM system in approximately 4 rings. If you would like to decrease or increase this setting please contact us.