

Voicemail Web Management Instructions

Go to <http://voicemail.jagcom.net>

At the login screen enter your ten digit VM enabled telephone number as the UserID and the last four digits of that same number as the initial Password. (Example: UserID: 5072141000 Password: 1000)

Be sure to read the Helpful Hints located throughout the website.
Click on the Help links for further information about specific sections.

Once you are logged in you will see the Message Center.

Message Center

This page will display the status of your messages.

From the Message center you can view who the message was received from (providing the caller id information was not withheld) the date and time the message was received and the length of the message.

From	Time	Save	Del	Frwd	Play	Status
JAGUAR COMM 507-214-1000	3:17 PM May.18.2007					5 sec

New messages will be listed under the New Messages section. Messages that have been listened to by either telephone access or via the website will be moved to the Old Messages section.

Click on the  symbol to move New Messages into the Old Messages Folder and to move messages in the Trash Folder back into the Old Messages Folder.

Clicking on the  symbol will delete messages and move them into the Old Messages Folder.

Notes:

- Messages that have been moved to the Trash Folder via the website can not be reviewed via telephone access and the system will indicate that you have no new or saved messages.
- Messages that have been deleted via telephone access will appear in the Trash Folder and the system will indicate that you have no new messages.
- Messages that have been listened to via the website will move to the Old Messages Folder and the system will indicate that you have no new messages and you have saved messages.
- Messages that have been listened to via telephone access but not deleted will appear in the Old Messages Folder and the system will indicate that you have saved messages.

Click on the  symbol to be directed to a page that will allow you to forward a specific message to a valid email address.

Click on the  symbol to listen to your messages. This will open a new window to play your message.

Mailbox Settings

The Mailbox Settings page is used to personalize your Mailbox options

Mailbox Name: Enter a friendly name for your Mailbox.

Email notification of new messages: Enter a valid email address in this field if you would like to have a notice sent to that address each time your mailbox receives a new message. Enter a single address in the field and then click Submit. Enter additional addresses following the same instructions. Click the Delete link next to any address you wish to delete the address.

Pager email notification of new messages: Enter a valid address for a text device in this field if you would like to have a notice sent to that address each time your mailbox receives a new message. Enter a single address in the field and then click Submit. Enter additional addresses following the same instructions. Click the Delete link next to any address you wish to delete the address.

Play greeting message only: Checking this box will remove the ability for callers to leave you a message. Callers will hear your outgoing greeting only and the call will terminate.

Attach email to message: Check this box to enable the option of attaching the Voicemail messages as a .wav file to the email notification.

Play message envelope: This box should be checked by default. If this box is checked, you will hear the date and time of each message you receive. If you uncheck this box, you will only hear the voice message and not the date and time the message was received.

Hear unavailable greeting: Click the  symbol to hear you current unavailable greeting.

Account Settings

Please do not change any settings on this page other than Voicemail Account Password.

Voicemail Account Password: Changing this password changes the password you use when logging into the VM system via a telephone line. The password must be 4 to 8 digits in length. This does not change the password you use when logging into Voicemail Management via the web (see Manage Account) After changing the password, be sure to click Submit and use the new password next time you log into VM via a telephone.

Manage Account

Click the Edit button to make changes to your account settings such as your password for logging into the website for Voicemail Management.

After clicking the Edit button you will see a message window, click OK.

New Password: Enter your new password for logging into the website for Voicemail Management. The password must be 4 to 16 characters using numbers and/or letters only.

Retype New Password: enter the new password again.

Be sure to use the new password the next time you log into the website.

Email: Enter a valid email address into this field and check the box next to "Send Email Notification when I make changes" if you wish to receive notifications when you have made changes to your account settings.

After making any changes in the system, be sure to click Submit.