



ACCESS YOUR VOICE MAIL

Customers in the Wisconsin Rapids Area with Land Line Phone

From the phone subscribed to the service:

- 1. Dial 715-423-6699.
2. If prompted, enter your password and then #.

From a different phone:

- 1. Dial toll free 1-800-928-2867.
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

Your default password is four zeros. 0000

Customers Outside of Wisconsin Rapids Area with Digital Phone

From the phone subscribed to the service:

- 1. Dial 715-818-1010.
2. If prompted, enter your password and then #.

From a different phone:

- 1. Dial toll free 1-877-818-6245.
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

Your default password is four zeros. 0000

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 and 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 and then press #.
5. When prompted to verify the password, enter it again and then press #.

your voice mailbox number is:

your voice mailbox password is:

RETRIEVE MESSAGES

- 1. Access your voice mailbox.
2. Your first new message may play immediately. If not, 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.

RETRIEVING MESSAGE OPTIONS

- Press 1 Play the message again.
Press 2 Save the message and play the next.
Press 3 Delete the message and play the next.
Press 4 Save the message as new.
Press 5 Reply to the message.
Press 6 Forward the message to another mailbox.
Press 7 Skip backward in the message.
Press 8 To pause the message.
Press 9 To skip forward in the message.

MAIN MENU OPTIONS

- Press 1 Message retrieval.
Press 3 Send message.
Press 7 Play date and time.
Press 9 Mailbox setup.
Press 0 Help.

Pressing * in the main menu takes you back to the sign-in menu.

ACCESS YOUR VOICE MAIL FROM YOUR E-MAIL

- 1. Check your E-Mail as you normally would.
2. When you get a voice mail message, you will receive an email from 'YOUR TELEPHONE' delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.

WEB PORTAL

- 1. Use a browser to go to: http://apmax.solarus.net/Portal/PortalPage.html
2. Enter your user name. Your user name is always your 10 digit telephone number.
3. Enter your password. Initially, your default password is 4 zeroes. 0000

For security reasons Solarus recommends you change your password.

your web portal password is:

