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VOICE MAIL START UP GUIDE

Welcome to the Excella Voice Messaging System. Our system is easy to use and has voice prompts to guide you through the steps. You will need to set up each mailbox before you can receive any messages. There is a tutorial on your mailbox to help with the initial setup. For a more detailed list of options, please refer to your user guide.

Your Voice Mail Equipped Phone Number: _____

To initialize your mailbox:

1. Dial the access number. From your Excella phone, dial *98. From a different location, dial 702-333-4780, or you can call your home number, and press the 7 key when the greeting starts to play.
2. **The system should begin the tutorial automatically if you are dialing from the phone associated with your voice mailbox.** If you are calling from a different phone, dial your 10-digit mailbox number.
3. Enter your temporary password, the last 4 digits of your phone number . Assign a permanent password (4-8 digits).
 - **Do not** use 1234, 1111, 2222, etc. or passwords that start with 0.
4. Record your name for your mailbox.
"Jane Doe"
5. Record your greeting for your callers.
"Hi. You've reached the voicemail for Jane Doe".
6. Listen to your new and saved messages on your old voice mailbox, if you are converting to Excella. Your old messages will be lost when the change over is complete.

For assistance, call Customer Service 702-888-2000.
THANK YOU for choosing Excella, formerly Nevada Telephone!