

To Access Your Voice Mail

From home, simply dial *96 or the local access number and enter your pass code. For toll free access from Bismarck, use the McKenzie (673), Wilton (734) or Sterling (387) access number.

The Voice Mail access numbers in BEK's service area are:

Hazleton	782-2040
Kintyre	332-2040
Linton	254-2040
Lehr	378-2040
McKenzie	673-2040
Napoleon	754-2040
Pettibone	273-2040
Regan	286-2040
Robinson	392-2040
Rural Bismarck	425-0996
Steele	475-2040
Sterling	387-2040
Strasburg	336-2040
Tappen	327-2040
Tuttle	867-2040
Wilton	734-2040
Wing	943-2040
Wishek	452-2040
Zeeland	423-2040
Valley City/Barnes County	490-3200

Once you are logged into the voice mail system, just follow the recorded instructions for assistance with maintaining your voice mail box.

VOICE MAIL **PLUS**

For only \$5.95 per month

This service has all the features of our regular voice mail, **PLUS** gives you advanced features such as retrieving your messages from the Internet and/or having them emailed to you.

It is a great tool for people who use their computer and want to organize messages, forward voice messages to others, save to retrieve later or receive voice messages while traveling.

Voice Mail User Guide



BEK Communications
1.888.475.2361 • www.bektel.com

With Voice Mail from BEK Communications, you'll always get your phone messages, whether you're away from home, on the phone or just don't feel like answering right away.

To Set Up & Access Your Voice Mail

1. Call BEK from your home phone to have voice mail activated on your telephone account.
2. If you have an answering machine, disconnect it.
3. Dial *96

From a different phone:

1. Dial the number listed on the back of this pamphlet which corresponds to your prefix or area.
2. Enter your 7-digit mailbox number [telephone number].
3. Enter your password, then press #. (the first time you access the system, your password will be "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 4 to record your greeting.
5. Record your greeting and then press #.
6. Press 2 to keep your greeting.

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 then press #.
5. When prompted to verify the password, enter it again, then press #.
6. Press 2 to keep your password.

Retrieve Messages

1. If there is a new message in your mailbox, you will receive a stutter dial tone when you pick up the receiver. Some telephones may also provide a visual Message Waiting Indicator.
2. Access your mailbox.
3. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear an announcement telling you how many new messages you have and how many messages are saved.
4. Press 1 to listen to new messages.
5. Press 2 to listen to saved messages.

When Retrieving Messages, You Can:

Press 1 To play the message again.

Press 2 To save the message and play the next.

Press 3 To delete the message and play the next.

Press 4 To save the message as new.

Press 5 To reply to the message*.

Press 6 To forward the message to another mailbox*.

Press 7 To skip back in the message.

Press 8 To pause the message.

Press 9 To skip forward in the message.

*Voice mail package must be set to allow this capability.



Using Voice Mail with Email (A Voice Mail PLUS Feature)

1. Check your email as you normally would.
2. When you get a voice mail message, you will receive an email from BEK Communications 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 to your computer.
5. Follow the links in the message to save or delete the message from the voice mail system.

Your Voice Mail Box Number is your phone number:

Your Voice Mail Box Password is:
