

INTRODUCTION

mynumber provides an easy way for you to manage your communications. Your callers are able to dial a single telephone number to:

- talk to you
- leave voice messages
- leave fax messages
- page you
- and much more...

You have the ability to manage your calls and messages anywhere, at any time. Your **mynumber** provides voice instructions to guide you through the steps to take calls, retrieve messages, place calls, and change the settings in your account.

How to access **mynumber**

1. Call your **mynumber**

2. When answered, press *

3. When asked, enter your passcode followed by #.

Note: Do not write your passcode in the same place as your **mynumber**

CONNECT/REDIRECT MENU

- 1** **Connect to Caller.** After you hear the name or number of the caller, select this option to connect to the caller.
- 2** **Send Caller to Voice Mail.** Tells your caller that you are unavailable and offers the option to leave a message. You can also send a caller to voice mail by placing the caller on hold and then selecting this option.
- 3** **Send Caller to Another Phone Number.** Sends your caller to another number without ever connecting to you. The caller hears a prompt stating that you are unavailable and then asks the caller to hold while they are transferred. You can also use this option if you are already talking to a caller and you want to transfer the call to another number - place the caller on hold, and then select this option.
- 7** **Add Caller to Conference.** Places outgoing and incoming calls into the conference "room".
- 9** **Disconnect Caller.** Tells your caller that you are unavailable and requests that they call again later.
- 0** **Send Caller to Operator.** Sends your caller to your personal operator, if you have one defined.
- #** **Screen Next Caller.** If you hear a call waiting tone, you can place your current caller on hold and then select this option to hear the name or number of the next caller. You can then connect to or redirect the new caller.

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Wallet Guide

Sales
888-mynumber (888-696-8623)

Customer Care
630-218-7686 (24 hours/7 days)

www.888mynumber.com



Call into account
press * to log in

If caller is waiting, go to
Connect/Redirect Menu

If caller is not waiting,
enter passcode
followed by #
and go to Main Menu

Connect/Redirect

- 1 Connect To Caller
- 2 Send Caller To Voice Mail
- 3 Send Caller To Another Phone Number
- 7 Add Caller To Conference
- 9 Disconnect Caller
- 0 Send Caller To Operator
- * Go To Main Menu
- # Screen Next Caller

Listen Menu

- 1 Softer
- 2 Go To Function Menu
- 3 Louder
- 4 Slower
- 5 Date/Time/Sender
- 6 Faster
- 7 Rewind
- 8 Pause
- 9 Fast Forward
- 0 Replay Menu Options
- * Exit Voice Messaging
- # Go To Function Menu

Function Menu

- 1 Save Message
- 2 Delete Message
- 3 Message Replay
- 4 Print Fax
- 5 Date/Time/Sender
- 6 Reply To Message
- 7 Replay Message
- 8 Forward Message
- 9 Call Sender
- 0 Replay Menu Options
- * Exit Messaging
- # Next Message

Print Fax

- 1 To Number Called From
- 2 To Personal Fax Number
- 3 To Any Fax Number

Main Menu

- 1 Listen to Voice Messages
- 2 Retrieve Fax Messages
- 3 Personal Options
- 4 Contact Subscribers
- 5 Availability
- 9 Place Call

Availability

- 1 Available
- 2 Unavailable
- 3 Enable Primary Number
- 4 Disable Primary Number
- 5 Enable Follow-Me Number
- 6 Disable Follow-Me Number
- 7 Enable Second Follow-Me Number
- 8 Disable Second Follow-Me Number

Personal Options

- 1 Paging
- 2 Passcodes
- 3 Recordings
- 4 Phone Numbers
- 6 Personal Directory
- 8 Screening
- 0 Customer Care

Keys Always Available

- * Cancel / Previous Menu
- # Move Ahead
- 1 Move Ahead/Dial Number/Listen to Message
- * * * End Call and Return to Account
- # # # Place Caller On Hold

Enter Calling Code
Followed by #

Place Calls

Enter Phone Number
Followed By #

- * * * To End The Call
- # # # To Place The Call On Hold