

# Quick Reference Manual

## Access Messages on R... Hargray Voice Mail System...

Once your Hargray Voice Mail service has been updated, messages from our old Voice mail system will be available in your new system. Just log in with your old user ID and password and save your messages directly to your new mailbox.

### Initial Login to New Voice Mail via Telephone:

Password: 1111  
Voice Mail instructions will prompt you for your old user ID and password. You will be asked to create a greeting the first time they call.

Your new mailbox is now easy to use. When you call, the message waiting light will alert you when you have messages waiting for you to retrieve.

### Initial Login to New Voice Mail via Internet:

To log in, input your 10-digit phone number. Your online PIN will default to 1111. Once you have logged in for the first time, you will be prompted to create a greeting.

### Retrieve your voice mail messages:

- Home: From your home telephone, dial 999 and enter your password.

### Away from Home (2 Options):

**Option 1:**  
If you call from your home landline, use your 10-digit phone number. When you hear your greeting, press 1 and your password.  
**Option 2:**  
If you call from a cell phone, use your 10-digit phone number. When you hear your greeting, press 2 and your password.

**Option 3:**  
Dial one of the following access numbers and enter your 10-digit telephone number. You will hear a greeting and be prompted to enter your password.  
843.686.6911 (Hillsboro)  
912.591.1399 (Atlanta)  
843.375.1399 (Columbia)  
762.445.1956 (Lake Oconee)

## Message Center

- 1 Listen to Next Message (with most messages)
  - 2 Listen to Selected (play message)
  - 3 Listen All (listen to all messages)
- Record #
- 1 Previous
  - 2 Mark Private, Priority
  - 3 Select Recipients
- Return to Previous
- Recover Deleted Messages

## Outgoing Voice Mail Playback

- 1 Save
  - 2 Delete
  - 3 Skip
- Compose
- Play
- Enter number #
- (Voice) Record announcement

## Options During Message Playback

- 1 Save
- 2 Delete
- 3 Skip
- 4 Repeat
- 5 Pause/Cancel (end of message)
- 6 End of Message