



T3

2401 First Street

Fort Myers, FL 33901

239.333.HELP (4357) or 877.333.8127

T3 Voice Mail User Guide

In Lee and Collier counties, dial 333-2626

In Polk County, dial 332-1000

Toll Free: 866-442-1109

- When prompted enter your 10 digit mailbox number followed by the # key
- Then enter your password followed by the # key when prompted. (This is the last 4 digits of the phone number)

-Note, you will not need to use option “2” or “3” with your voice mail system

- First press “0” to enter the voice mail setup menu
- Press “5” to change your password. Please follow the prompts provided by the system

-This password can be between 1 and 8 characters in length

- Next, press “3” to set up your recorded name. Please follow the prompts given by the voice mail system

- Finally, press “1” to set up your voice mail message. Please record your main greeting under the unavailable greeting option. The temporary greeting should only be used for holiday greetings and can be removed after the holiday has passed

- Press 4 for temporary greetings:

-Press 1 to record temporary greeting

-Press 2 to erase and return to main greeting

Listening to messages:

- Dial into the system using the number above. Note, if your phone system allows, we recommend programming this as a speed dial number
- If there are new messages, the system will prompt you to press 1 to listen

During message playback:

Note that depending on the number of messages in the “inbox” some options will not apply.

- Press * to rewind message by 3 seconds
- Press # to fast forward by 3 seconds
- Press “1” to go the first message in the folder
- Press “4” to go back to the previous message
- Press “5” to replay the current message
- Press “6” to skip to the next message
- Press “7” to delete or undelete the message
- Press “8” to forward the message to another user on the same voice mail system
- Press “9” to save the current message
- Press “0” to go to mailbox options

Post message playback:

After the message has been played back, the system will prompt and wait for you to press a button.

- Press # to exit the system
- Press “1” to go the first message in the folder
- Press “4” to go back to the previous message
- Press “5” to replay the current message
- Press “6” to skip to the next message
- Press “7” to delete or undelete the message
- Press “8” to forward the message to another user on the same voice mail system
- Press “9” to save the current message
- Press “0” to go to mailbox options