

Basic Voice Mail—\$3.95/mo

Storage for up to twenty 30 second Messages

Deluxe Voice Mail—5.95/mo

Storage for up to forty 60 second messages
Notification via cell phone, pager, or telephone
Up to 9 sub mailboxes

\$5.00 service charge when service is added

You can receive your messages via e-mail on your computer or your smartphone. You can also manage your messages via our Web Portal or with our Phone Central software.

Call our office today to start service or for more information.

**918-377-2241 or 1-800-252-8854
223 Broadway
Davenport, OK 74026**

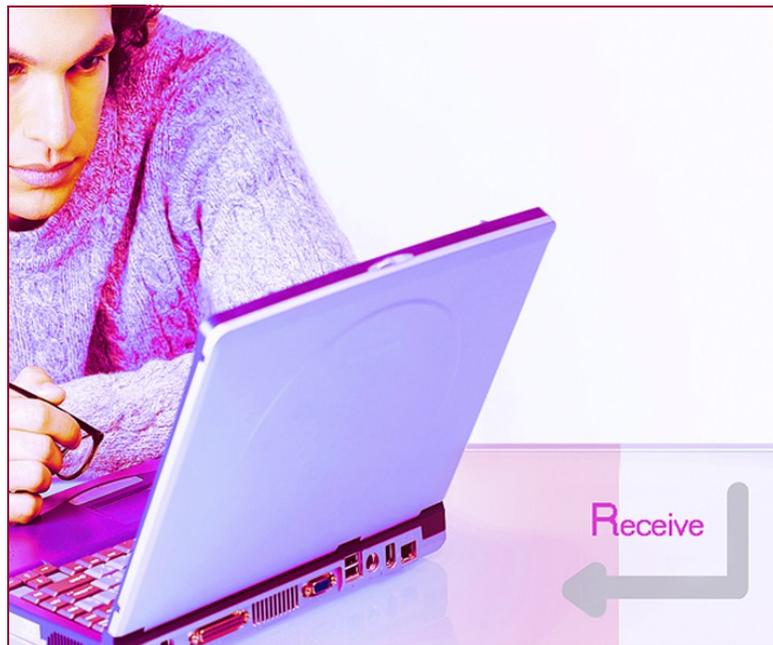


Central Oklahoma Telephone Co.

VOICE MESSAGE MANAGEMENT FROM YOUR WEB PORTAL ACCOUNT

Central Oklahoma Telephone Co.

USER GUIDE



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The Web Portal allows you to administer your Voice Mail Service account settings and to play, delete, and save your messages. You can also save messages to your computer.

Checking Messages from the Home Tab

Once you have logged in to your Web Portal account the Home tab will be displayed showing a list of the voice messages that you have received.

Calls that resulted in a new Voice Mail message will have a closed envelope icon in the Type column of the call list. If the Voice Mail message left by a call has been previously marked as read, it will be indicated by an open envelope icon in the Type column.

The screenshot shows the Web Portal interface with a navigation bar at the top containing 'Home' and 'My Settings' tabs, and a 'Refresh' button. Below the navigation bar is a table of voice messages:

		Type	Number	Length	Date/Time
<input type="checkbox"/>			605-990-7202	10s	Today 09:42 AM
<input type="checkbox"/>			605-995-6120	7s	Friday 08:13 AM
<input type="checkbox"/>			605-995-6120	6s	Friday 08:09 AM

Below the table is an audio player with a play button, a progress bar, and a volume slider. At the bottom of the interface are two buttons: 'Mark Read' (with a green checkmark icon) and 'Delete' (with a red X icon).

Messages with the Red ! Mark have been designated by the sender as urgent. Messages with the Security Officer icon have been designated as Private and cannot be forwarded.

Clicking on a specific message will open the audio player allowing you to listen to the message by clicking the Arrow on the left side of the player. You can control the volume by using the Slider next to the speaker. Clicking on the Red Down Arrow allows you to download the message to a file on your computer. To Mark as Read or to Delete a message, click on the check box and then make the appropriate selection. The Refresh button when clicked will add any new messages that your service has received while logged in to the Web Portal.

Delete Button

To delete a greeting, select the greeting and press the delete button on the right-hand side of the list.

Activate button

To change the active greeting for this mailbox, select a greeting in the list and press the activate button on the right-hand side of the list. The active greeting icon will be displayed next to the selected greeting.

Preview and Play your Greetings

Greetings can be played by selecting the greeting in the list and using the audio control bar below the list. There may be a short delay while the selected greeting is loading before it will play.



Important Note

Save Click on the Save button at the bottom right of the Web Portal to assure that all of your changes have taken effect.

Notes:

Add Button

To add a new greeting file to your service, press the add button on the right-hand side of the greeting list. An Enter Greeting Information popup window will be displayed. Enter a description of the greeting into the Description field and use the browse button to navigate to a .wav file using the standard file selection mechanism. Once the audio file is selected, the location of the file will be displayed in the File field. Press the Save button in the Enter Greeting Information window to complete the addition of the greeting.

If you record a greeting over the phone the Web Portal will show that greeting as “Recorded by Phone “ and the date it was recorded as seen in the Greeting List example at the top of this page.

Edit Button

To change the description or .wav file associated with a greeting, select the greeting in the list and press the edit button on the right-hand side of the greeting list. An Enter Greeting Information popup window will be displayed. The Enter Greeting Information window for editing functions the same as it does when adding a greeting, as described above. Once the changes are complete, press the Save button to apply the changes to the selected greeting.

Managing Your Voice Mail Settings

There are three categories associated with your Voice Mail settings; General, Notification and Greetings. Click on the Blue Arrow to open them.

General Category

PIN Number

Used to access your mailbox, you can select up to a 16 digit number .

Login Type

If you choose:

- Auto Login - You will be logged in completely (no system request for your mailbox number or password) if the system can determine the mailbox number (i.e., if you call from your home phone which is subscribed to the Voice Mail Service).
- No Auto Login - You will be asked for your mailbox number and password.
- Semi-Auto Login - You will not be asked for your mailbox number if the system can determine the mailbox number (i.e., you call from your home phone which is subscribed to the Voice Mail Service), but you will always be asked for a password.

Number to Deliver

The 10 digit Number to Deliver is the number that will display on your Caller ID if you have the Daily Notify feature turned On. You can choose any number as long as it is 10 digits.

Dial 0 Number

This can be any local number that you choose which would allow callers to be redirected to if they press 0, while listening to or after they have heard your recorded message. You may want callers to be able to reach you at another local number, like your work or cell phone. The local number that you enter must include the area code.

Current Playback Order

You can customize what you want included with your recorded messages and when you want it played with the Playback Order option. The Current Playback Order list shows the options in the order that they will be played back. The Options list shows the options that will not be played back. To move an option between these lists, select the option and press the left and right arrow buttons that are between the lists. To rearrange the Current Playback Order list, select the option and use the up and down arrow buttons on the right side of the window to move the option up and down the list.



Notification Settings

Use this feature to control how you want to be notified if you have received any new messages.

Daily Notify	Email Notify
Daily Notify: <input type="text" value="Off"/>	Email Notify: <input type="text" value="On"/>
Time: <input type="text" value="625pm"/>	Email: <input type="text" value="scottm@innovsys.com"/>

Daily Notify

You can select On to allow the service to call you daily with notifications of new Voice Mail messages.

Time

Type in the numeric time and either AM or PM to designate the time that you want the service to call you letting you know if you have any new messages.

Email Notify

Select On to send new Voice Mail messages to the email addresses you have specified for your mailbox, or Off to disable email notifications. You can also add or delete Email addresses that you would want to receive messages from your Voicemail box. You can add multiple addresses as long as you separate them with a semi-colon. If you want to know more about managing messages that have been Emailed to you, please request the brochure, "Checking Voice Messages from your Email Account".

Greetings

Greetings can be added, deleted, or played from within this section. Greetings for your mailbox are displayed in a list, with the active greeting indicated by the active greeting icon and bold text. Functions for adding, editing, deleting, playing and activating greetings are available through the buttons located on the right-hand side of the greeting list and the audio controls below the list. These functions are described on the next page.