

RTEC Communications Voicemail User Guide

*15 or 419-267-MAIL

1

**Review
Voicemails
Hear Message**

1

Repeat

2

Save

3

Erase

4

Replay

5

Send a Copy

6

New Message

7

Skip back 5
seconds

8

Pause/Resume

9

Skip forward 5
seconds

#

Next Message

1

1

Previous Message

8

8

Replay Message
with timestamp

4

**Mailbox Settings
Mailbox Settings
Menu**

#

Next Option

1

1

Previous Option

0

Select

To access messaging via the internet -

<https://myfeatures.ridgevilletelephone.com/login.html>

Message indication - you will hear a broken dial tone when a message is present, if your phone is equipped with a message indicator it should flash.

The first time you call in to the system you will be asked for a PIN, enter 246810 then you will be prompted to choose a 6 digit PIN number for your account.