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Setting Up Your Voice Mailbox

- To set up your voice mailbox for the first time you must dial ✱ 9 or your telephone number from your home phone
- You will be prompted to create a PIN of four to twenty digits
- Record a name announcement
- Record a personal greeting or select one of the standard greeting options
- To update your greetings in the future, press 3 after logging into your voice mailbox

MyWavePhone.com Portal

- Check your voicemail online at: mywavephone.com
- Use your voice mailbox PIN to log in
- Set preferences and manage features, such as voicemail/call forwarding, call screening, email notifications, and more
- Detailed instructions can be found at wavebroadband.com/mywavephone

Accessing Your Voice Mailbox

- **From home**, dial ✱ 9 or your telephone number
  If you have a new voice mail, you will notice a "staggered" dial tone when you pick up the line. This will continue until you have called and checked your voice mail.
- **Away from home**, dial your telephone number and press ✱ during the greeting
- **Online**, go to mywavephone.com

Voice Mail Features

- Incoming calls will be forwarded to voicemail after 24 seconds / 4 rings by default. You can change this setting at mywavephone.com
- Each message is time and date stamped
- Messages can be up to 2 minutes in length
- You can store up to 30 messages or 60 minutes worth of messages
- Messages can be saved for up to 30 days. To save messages, press 2
- To fast-forward 5 seconds during message playback, press 99
- To rewind 5 seconds during the message playback, press 77
- Press # to keep the current message and skip to the next message
- To delete a message, press 3
- To reply to a message, press 4
- Press 0 for helpful hints

Calling Features

Cancel Call Waiting	✱ 7 0
Caller ID Block	✱ 6 7
Disable Caller ID Privacy	✱ 8 2
Repeat Dial	✱ 6 6
Cancel Repeat Dial	✱ 8 6
Return Call	✱ 6 9
Cancel Return Dial	✱ 8 6
Call Forward	✱ 7 2
Cancel Call Forward...........................	✱ 7 3
Selective Call Forwarding...................	✱ 6 3

Selective Call Rejection	✱ 6 0
Selective Call Acceptance	✱ 6 4
Anonymous Call Rejection	✱ 7 7
Cancel Anonymous Call Rejection......................................	✱ 8 7
Distinctive Alert..................................	✱ 6 1
Disable Inbound Caller ID	✱ 8 5
Enable Inbound Caller ID	✱ 6 5
Block Outbound Caller ID (per call)	✱ 6 7
Enable Outbound Caller ID (per call) ..	✱ 8 2

Setting Speed Dial Numbers

Speed Dial stores up to eight unique numbers for convenience and speed. **To dial a saved speed-dial number, just press the appropriate one-digit number followed by the # key.** Adding a new number on Speed Dial automatically replaces the previously saved number.

- Pick up the line and listen for the dial tone
- Dial ✱ 7 4 and listen for a second dial tone (there is no automated service to walk you through setting up Speed Dial)
- Enter a one-digit code from two to nine, followed by the local or long-distance number you want to store exactly how you would need to dial it to make the call and then press the # button to store it
- Listen for two beeps or a recording to confirm the number is stored and hang up

Three Way Calling

Three Way Calling allows you to bridge together two lines in addition to your own so that three separate individuals can speak on a single call.

- While on a call with one of the individuals you wish to conference with, press the receiver button for one second. You will get a dial tone and the other caller will be put on hold.
- Dial the number of the third party. When you get an answer, press the receiver button briefly again and all three parties will be connected. If the third party does not answer the phone, press the receiver button two times to cancel. You will still be connected to the first call.
- When either of the people you called hangs up, you remain connected to the other person. When you hang up, everyone is disconnected.
- Some phones have a "flash" or "link" button. Use this instead of the receiver button to change lines. While using three way calling, call waiting is unavailable.