

CenturyLink™  
**Calling  
Features  
User Guide**



CenturyLink™  
**Business**

<b>Note: If additional lines have been ordered, they will appear on your initial invoice.</b>	<b>111.222.3333</b>	<b>222.333.4444</b>	<b>333.444.5555</b>	<b>444.555.6666</b>
<b>Voicemail Direct Dial Extensions 9</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

## Product Features

CenturyLink™ Voicemail Direct: A dynamic service that answers your calls without tying up a separate business line. Whether you are using the service to improve customer service or your own company communications, with CenturyLink™ Voicemail Direct, you can affordably improve the flexibility and efficiency of your call management.

Configure this mailbox to have up to 9 extensions (1 main mailbox and 8 sub-mailboxes) each with its own personalized greeting and name.


Your CenturyLink™ Voicemail Direct service includes the following enhanced features for greater convenience:

Extended Absence Greeting: Your Extended Absence Greeting can be used as a temporary greeting to be played for special occasions. You might choose to use this option if you are going to be traveling for an extended period of time. In set up, choose to either accept or not accept voicemail messages while your extended absence greeting is in effect.

Out of Office Hours: Your Out of Office Hours greeting can be used to provide a unique greeting when your office is closed. Once you enable the out of office schedule and define the hours, like magic, this greeting will play when outside of your defined office hours.

## Using Your New Services

CenturyLink™ Voicemail Direct

**Set up your mailbox-** Dial your Voicemail Direct number from any phone. This is a 10-digit number that was assigned to you for use of the voicemail box. At the greeting, press  to access the set-up menu. Follow the voice prompts to complete the easy set up process:

- Set up your 4 to 10 digit PIN (Personal Identification Number)
- Name the mailbox, for example John Smith or XYZ Company
- Personalize your greeting (NOTE: This is your personal greeting and will be heard when callers select your mailbox. The greeting callers will hear which offers mailbox options is called the Group Greeting and that will be recorded in just a few moments.)

Your mailbox is now ready to take messages or you can continue and add extension mailboxes; up to 9.



### Create your Extension Mailboxes

From the Main Menu, press **DEF 3** for Mailbox Settings, the press **MNO 6** for Extension Mailbox options, and press **DEF 3** to add an Extension Mailbox.

Follow the prompts to continue to add extension mailboxes up to the allowed number.

Once you have created the desired amount of extensions, press **\***  three times to return to the Main Menu.

### Record your Group Greeting

The Group Greeting is the greeting callers will hear if you have multiple extensions enabled. A default message will play to callers requesting the mailbox that they want to leave a message if a Group Greeting is not recorded\*. When recording a company greeting in your own voice be sure to record the mailbox press off options for the callers. For example, "Thank you for calling XYZ Company. To leave a message for John Smith, press 1; to leave a message for ABC Department, press 2; to leave a general company message, press 3."

**\* If mailboxes are not yet personalized then callers will only hear mailbox numbers rather than a name or department in which the mailbox is associated.**

**If you are still in the Mailbox:** From the Main Menu, press **MNO 6** to access Greetings, then press **GHI 4** to work with your Group Greeting. When prompted, press **ABC 2** to record your

Group greeting. **IMPORTANT:** You must press **1** to save the Group Greeting after listening to the draft recording to enable the greeting.

If you have disconnected and have come at a later time to record your Group Greeting, you must first log into Mailbox 0/Extension 1 by pressing **1** at the initial mailbox greeting.

**NOTE:** Mailbox 0 will be the first option presented if a name was not previously recorded. Mailbox 0 is Extension 1 and will serve as the main mailbox for managing the group setting as well as taking messages for Extension 1.

### Set-up and Personalize your Extension Mailboxes

For increased security you must set up your extension mailboxes from your business phone in which voicemail service is enabled before you can access remotely. Naming your mailbox provides personalized identity as to the mailbox owner. This will be important for both callers and users who are presented with the option to select the mailbox in which they want to leave a message or log in.

**If you are still in the Mailbox:** From the Main Menu, press **GHI 4** to log into another mailbox.

Enter your Voicemail Direct mailbox number followed by **#**. You will be asked who you want to log in as. Select the mailbox extension in which you want to set-up, and follow the voice prompts as you did to set up your initial mailbox.

- Set up your 4 to 10 digit PIN (Personal Identification Number)
- Name the mailbox, for example John Smith or ABC Department
- Personalize your greeting



If you are going to personalize another extension mailbox, repeat the preceding instructions beginning with "If you are still in the Mailbox".

If you have come at a later time to set-up/personalize an extension mailbox, you must log


into the mailbox/extension in which you wish to update. You will be prompted at the time of mailbox access as to who you want to log in as. Once a mailbox/extension has been selected, follow the voice prompts to complete the easy set-up process:



- Set up your 4 to 10 digit PIN (Personal Identification Number)
- Name the mailbox, for example John Smith or ABC Department
- Personalize your greeting



**Access your mailbox-** From any touch tone phone, dial your CenturyLink™ Voicemail Direct number. This is a 10-digit number that was assigned to you for use of the voicemail box.



Press  during your greeting; or, dial 877.VMESSAGE (877.863.7724) and enter your 10-digit CenturyLink Voicemail Direct number followed by .

### Play your messages-

Press  to play the first message


Press   to rewind 5 seconds


Press   to fast forward 5 seconds


Press  to pause, then press  to resume playing


Press  to keep or press  to delete the message


After listening to a message, you can also:


Press  to play the message again


Press  to keep the current message


Press  to delete the current message





Press  to forward the message to another mailbox user

Press  to reply to the message (other voice prompts will guide you through this process)

Press  to create a new message and send it to another mailbox user



Press  to advance to the next message

Press  to exit your voicemail when you are done listening to your messages

**Change your Greeting, Name or PIN-** You may change your mailbox greeting or name at any time by pressing  at the main menu. You may change your PIN at anytime by pressing  for Mailbox Settings at the main menu and then by pressing  for security and then  to change PIN.




## Helpful Hints

CenturyLink™ Voicemail Direct: Remember to press  to exit your mailbox before you hang up. If you hang up before pressing , the line will remain connected to your mailbox for up to 45 seconds, and you could accidentally reset your PIN if you pick up the phone again and dial another number within those 45 seconds.

Your phone must be set for Tone dialing, not Pulse dialing to work with your mailbox.

Your CenturyLink™ Voicemail Direct can store up to 8MB of messages, which is around 10 minutes of voice messages. If you've selected additional storage space, your CenturyLink™ Voicemail can store up to 16MB, which is around 25 minutes of voice messages.

Your CenturyLink™ Voicemail Direct will store unread messages up to 15 days and read messages up to 5 days.

If your mailbox is full, instead of your greeting, callers hear "Mailbox for [mailbox name] Sorry, the mailbox is full and there is not enough space to leave a message." The system will hang up on the caller. If this happens, press  during this greeting in order to access your messages.

If you are ever unsure what to do next, wait a few seconds, and CenturyLink™ Voicemail's voice prompts will guide you with available options.

Customer must subscribe to CenturyLink local wireline service and at least one Call Forwarding feature such as Call Forward No Answer or Call Forward No Answer-Fixed. Call Forward Busy is recommended as well.

If you have questions regarding CenturyLink™ Voicemail, please visit us at CenturyLink.com anytime or call the CenturyLink Customer Technical Solutions Center at 800.949.HELP (4357).

## Terms and Conditions

CenturyLink™ Voicemail Direct: The provision of Voicemail Services is governed by the terms and conditions set forth herein, the Standard Terms and Conditions for Communications Services and the related service specific terms and conditions posted at [embarq.centurylink.com/ratesandconditions](http://embarq.centurylink.com/ratesandconditions). Your activation or continued use of your voicemail service will be your acknowledgement that you agree to all applicable terms and conditions.

1. You agree to pay CenturyLink a monthly charge in advance for voicemail service, which will be billed separately on your local monthly bill or will be included in the price of your bundled services.
2. Charges for voicemail service are based on recurring monthly rate, not usage.
3. CenturyLink may modify the charges for the month-to-month agreement based

on thirty (30) days written notice to you. You may be notified either by letter or monthly bill. CenturyLink reserves the right to modify the terms of this Agreement at any time. If you do not agree with the modified changes or terms of the Agreement, as modified, you may immediately terminate the service.

4. Voicemail service is for your use only and may not be assigned.
5. Any telephone numbers assigned directly as a mailbox number remain the property of CenturyLink and are not available for number portability.

The voicemail services you have purchased are provided by the CenturyLink local operating company serving your location and governed by the CenturyLink Standard Terms and Conditions for Communications Services and the CenturyLink Voicemail Service Product Annex, posted to [embarq.centurylink.com/ratesandconditions](http://embarq.centurylink.com/ratesandconditions) on the date you purchased the services. To find the CenturyLink local operating company serving your location, please see the maps of the CenturyLink local operating companies posted to [embarq.centurylink.com/ratesandconditions](http://embarq.centurylink.com/ratesandconditions).

