



Voice Mail Packages



Basic
*10 messages per day
*Greeting length-one minute
*Message length-one minute

Residential Rate: \$4.45
Business Rate: \$4.95

Basic Plus

*50 messages per day
*Greeting length two minutes
*Message length two minutes

Residential Rate: \$4.95
Business Rate: \$5.95

Enhanced Plus

*100 messages per day
*Greeting length four minutes
*Message length four minutes-

Residential Rate: \$6.95
Business Rate: \$7.95

• Never miss an important call with Reedsburg Utility's Voice Mail. There are many options to choose from including Residential and Business services.

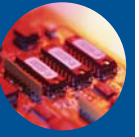
CALL WAITING

CALLER ID

CALL FORWARDING

3-WAY CALLING

SPEED DIAL



www.ReedsburgUtility.com



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501 Utility Ct •
Reedsburg, WI 53959 •
Ph: 608-768-1000 •
Fx: 608-524-2423 •

• **Getting Started**

• **Shortcuts**

• **Packages**



Reedsburg Utility Commission

Call Waiting



Never miss another call with Call Waiting! This feature alerts you when someone else is calling you while you are on the phone by hearing a tone. This feature is available with Residential and Business telephone service.

Caller ID



With Caller ID you'll know who's calling before you even answer your phone. It's easy and affordable! Reedsburg Utility offers two easy options: Caller ID Number and Caller ID Name and Number. Both options are available for Residential and Business service.

Call Forwarding



With call forwarding you have the ability to re-direct your call to another line. For example you can have your home phone number directed to your work number or vice versa. Call Forwarding is available with Residential and Business telephone service.

Voice Mail

Getting Started:

Step 1: Call access number 768-4000
Step 2: Enter your 10 digit telephone number
Step 3: Enter your password, followed by the Pound Key: #

(Your passcode is the last four digits of your telephone number)

Your messages will automatically start to play.

- *To Save a message, press "5"
- *To Delete a message, press "4"
- *To Continue, press "8"

Recording a Greeting

Follow Prompts to set Greeting

Menu

1. Inbox
 2. Saved Messages
 3. Change Password
 4. Play Personal Greeting
 5. Record Personal Greeting
 6. Access Personal Distribution Group
 7. Compose Message
 8. Hear or Change Custom Operator Number
- Press the Star Key * to Exit Voice Mail System

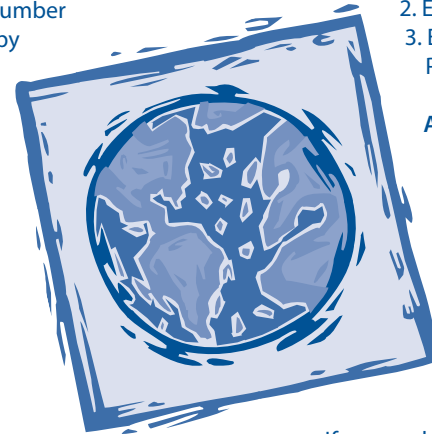
Checking Your Messages From Another Number

1. Call your access number: 768-4000
2. Enter your 10 digit telephone number
3. Enter your password, followed by the Pound Key #

Access Shortcut

If you wish to access your voice mail box from your own line, simply dial *09. You will then be prompted to enter your passcode.

NOTE: You will have a stutter dial tone if you have a message waiting for you.



If you are having troubles setting up your voice mail please contact our office at: 608-768-1000
Office Hours:

M-F 7:00 a.m. to 4:00 p.m.

3-Way Calling & Speed Dial



3-Way Calling

Talk to three parties all at once! It's easy and affordable through Reedsburg Utility. Residential and Business offerings apply, contact at our office for current pricing at 608-768-1000.

Speed Dial

Speed Dial allows you to dial frequently called numbers using a two digit code, it's quick and convenient. Contact our office for current pricing at 608-768-1000.



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