



Arrival Centrex Voice Mail Getting Started

Voice Mail Access Numbers

209 Area Code

Atwater	(209) 676-6245
Lodi	(209) 210-6245
Merced	(209) 205-6245
Modesto	(209) 338-6245
Oakdale	(209) 764-6245
Stockton	(209) 337-6245
Tracy	(209) 229-6245
Turlock	(209) 216-6245

661 Area Code

Arvin	(661) 247-6245
Bakersfield	(661) 716-6245
Bakersfield	(661) 377-6245
Delano	(661) 375-6245
Shafter	(661) 237-6245
Wasco	(661) 240-6245

559 Area Code

Clovis	(559) 797-6245
Fresno	(559) 320-6245
Hanford	(559) 212-6245
Lemoore	(559) 423-6245
Porterville	(559) 339-6245
Tulare	(559) 329-6245
Visalia	(559) 334-6245

805 Area Code

Arroyo Grande	(805) 270-6245
Atascadero	(805) 792-6245
Morro Bay	(805) 600-6245
Nipomo	(805) 930-6245
Paso Robles	(805) 369-6245
Pismo Beach	(805) 556-6245
San Luis	(805) 269-6245

Mailbox Number: Your ten-digit telephone number

Temporary Password: Last four (4) digits of your telephone number

Initializing Your Mailbox - First Time Setup

1. From your desk phone dial the voice mail access number indicated above. A brief introduction will play. To skip it press **#**.
2. Enter your temporary password indicated above and press **#**.
3. When prompted enter your new password and press **#**. Passwords can be between 4 to 15 digits.
4. After entering your new password the system will repeat it to confirm.
5. Select the kind of greeting you would like played when callers reach your mailbox. There are three options.
 - a. For a standard greeting with your telephone number press **1**. If you select this greeting you will not need to record a name or greeting.
 - b. For a standard greeting with your name press **2**. If you select this greeting you will need to record your name.
 1. When prompted record your first and last name and press **#**.
 2. The system will then play it back.
 3. To rerecord press *****.
 4. To confirm press **#**.
 - c. For a personalized greeting press **3**. If you select this greeting you will need to record your name and personalized greeting.
 1. When prompted record your first and last name and press **#**.
 2. The system will then play it back.
 3. To rerecord press *****.
 4. To confirm press **#**.
 5. When prompted to record your personal greeting press **2**, at the tone record the greeting and press **#**.
 6. The system will then play it back.
 7. If satisfied press **#**.
 8. To rerecord press *****.
6. The tutorial will cover a few final reminders, such as, to cancel your previous entry press *****, for help or more explanation press **0**.
7. A section on deleted message recovery will play and explain the feature. If you choose not to listen to it at this time, it will play the next time you access your mailbox. *(Instructions for this feature are included on the Voice Mail Instructions.)*
 - a. To repeat feature instructions press **1**.
 - b. To continue into your mailbox press **2**.