

BMC Voicemail Set-up Instructions

Set-Up – Greeting Box:

- A. Dial the local voicemail access number (see chart below)
- B. Enter the main telephone number, include area code (aka the mailbox number)
- C. Press the ***TONE** key to interrupt the message
- D. Enter your pass code
- E. Follow the prompts to the end of the set-up instructions
 - All of the set-up instructions must be completed or they will not be saved
- F. Hang up the phone

****Note** – This first greeting message is the message indicating which mailbox number to press, 1,2,3,4...9. For example, "Thank you for calling ABC company, press 1 to speak to John, press 2 to speak to Jane, or for a general message press 4."

Set-Up — Individual Mailboxes:

- A. Dial the local voicemail access number (see chart below)
- B. Enter the main telephone number, include area code (aka the mail box number)
- C. Interrupt the greeting by pressing (depending on which box is being set-up):
 - 1* to set up box 1,
 - 2* to set up box 2,
 - 3* to set up box 3,
 - 4* to set up box 4, etc
- D. Enter your pass code
- E. When done with the first mailbox, hang up and repeat for each remaining mailbox
- F. Follow the prompts to the end of the set-up instructions

Retrieve and check voice messages:

- A. Dial the local voicemail access number (see chart below)
- B. Enter the main telephone number, include area code (aka the mail box number)
- C. Interrupt the greeting by pressing 1*, 2*, 3*, etc depending on which box you are retrieving messages
- D. Enter the personal pass code
- E. Follow the prompts

Changing password or greetings:

- A. Dial the local voicemail access number (varies by location)
- B. Enter the main telephone number, include area code (aka the mail box number)
- C. Press the ***TONE** key to interrupt the greeting
- D. Enter the personal pass code
- E. Press **8TUV** for user options

Voice Mail System Access Numbers

City	Business Message Center
Chicago	847-243-9990
Las Vegas	702-314-9990
LA / Orange County*	562-263-9990
Inland Empire / Ventura County	909-455-9990
Coachella Valley	909-422-9990
San Diego	619-433-9990
Bay Area	510-940-9990
Sacramento	916-438-9990

* Customers in the cities of La Habra, Whittier and Pico Rivera, please use 909-455-9990