

GETTING STARTED WITH SmartMail

Setting Up Your Account

Access Number:

321-MAIL (6245) South Whidbey & Hat Island Residents

945-MAIL (6245) Point Roberts Residents

In order to securely set up your new SmartMail service, **you must call from your home or business telephone number that is associated with your voicemail account.**

From your Home or Business Telephone:

Please dial Access Number,

At Prompt, enter PIN, then

press **#** to Finish.

At Prompt, confirm new PIN by re-entering, then

press **#** to Finish.

Your SmartMail Account is now set up.

Record Your Greeting

At Prompt, please record your name, then

press **#** to Finish, or

press **1** to Re-Record, or

press **#** to Save Name Recording.

Once you have successfully recorded your name, you will need to select a greeting. At Prompt, please

press **1** to Record a Personal Greeting.

Record Your Greeting, then

press **#** to Finish, or

press **1** to Re-Record, or

press **#** to Save Personal Greeting.

Or, for other Greeting Options,

press **2** to use a system-generated greeting that announces recorded name, or

press **3** to use a system-generated greeting that reads phone number only, or

press **4** to use system-generated greeting that neither announces your name or phone number.

Common Keys

***** Cancel Input or Move Back a Level

End Input or Move Forward in a List

0 Helpful Hints

8 Pause/Resume

Playback Keys

6 Increase Volume

7 Slow Playback

9 Speed Playback

7 7 Skip Back 5 Seconds

9 9 Skip Forward 5 Seconds

To Access Main Menu (after account is set up)

If dialing from your home or business telephone, please dial the Access Number (shown above).

At the prompt, please enter PIN.

If dialing from another telephone, please dial Access Number. At prompt, please enter your 10-digit home telephone number.

At voicemail greeting, please

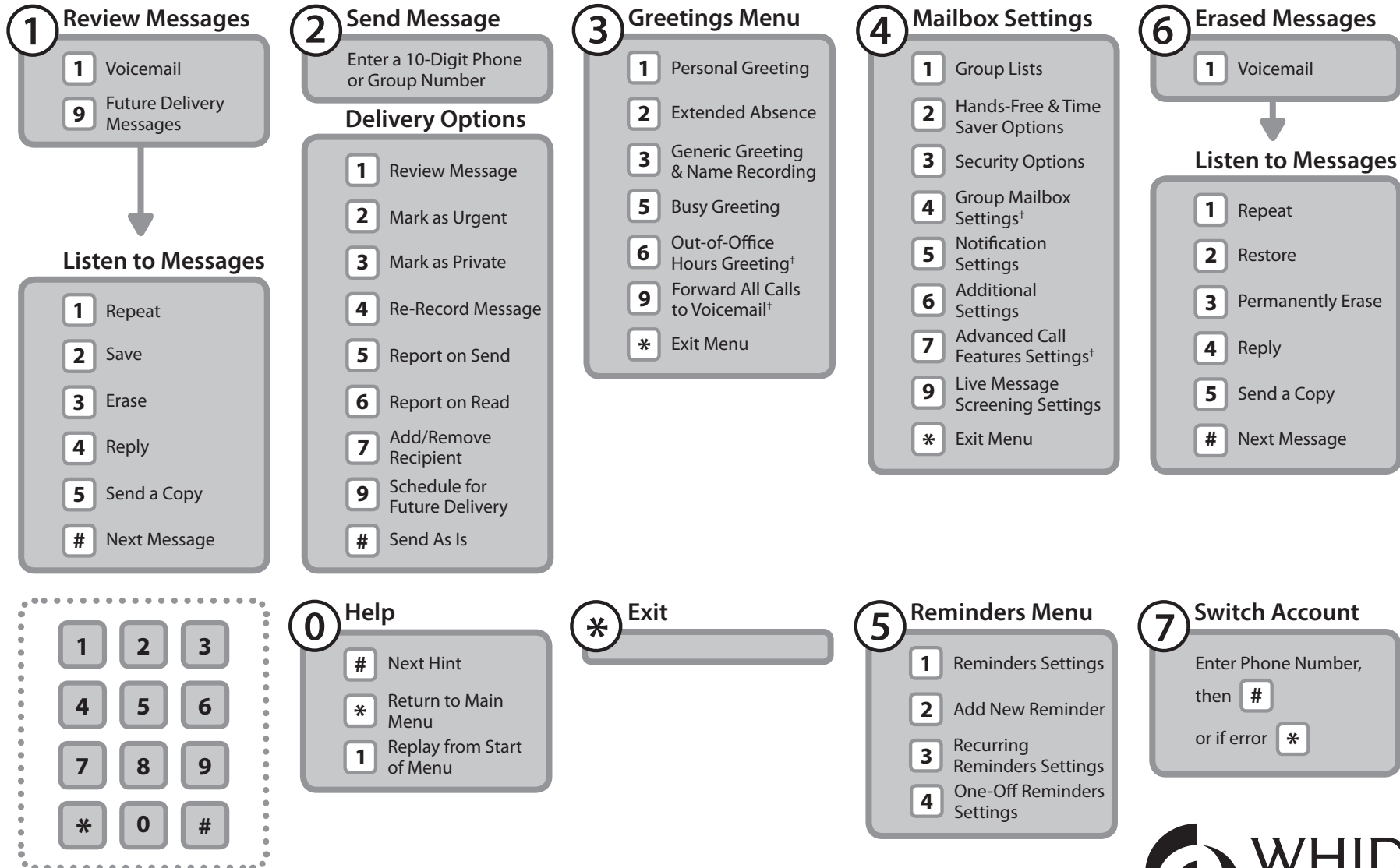
press ***** and follow prompts to Log In.

Contact Us

For more information or assistance at any time, please visit www.whidbey.com or call our friendly, local customer service at:
South Whidbey—360 321 1122 • 14888 SR 525, Langley, WA 98260 • Point Roberts—360 945 1122 • 1957 Johnson Rd., Pt. Roberts, WA 98281

SmartMail QUICK REFERENCE GUIDE

From the Main Menu, press any of the main keys shown below to access your services:



[†] Exciting new features coming soon, available only with our Edge Package!