



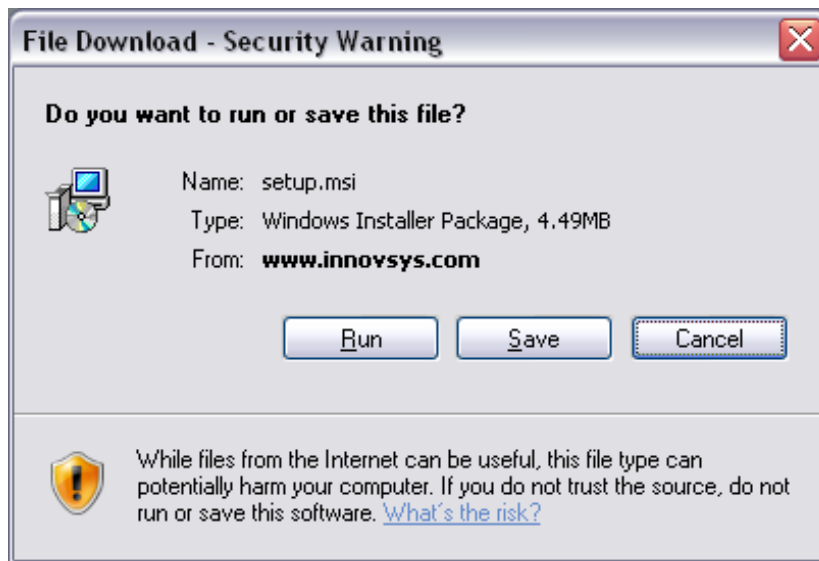
Installing and Using Phone Central to Access VoiceMail Messages

(October 2009)

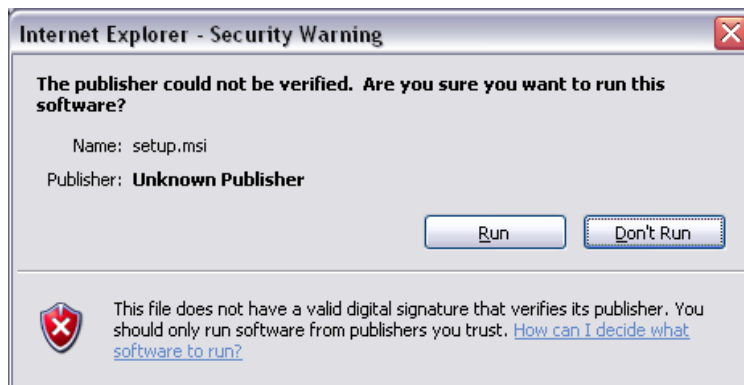
Downloading and Installing Phone Central

(If you do not have a Phone Central username and password, contact the F&B Communications office or request it online at www.fbc.bz/vm.)

1. Click the **Click Here to Install** link in the welcome e-mail message.



2. Click **Run** when the File Download security warning appears.



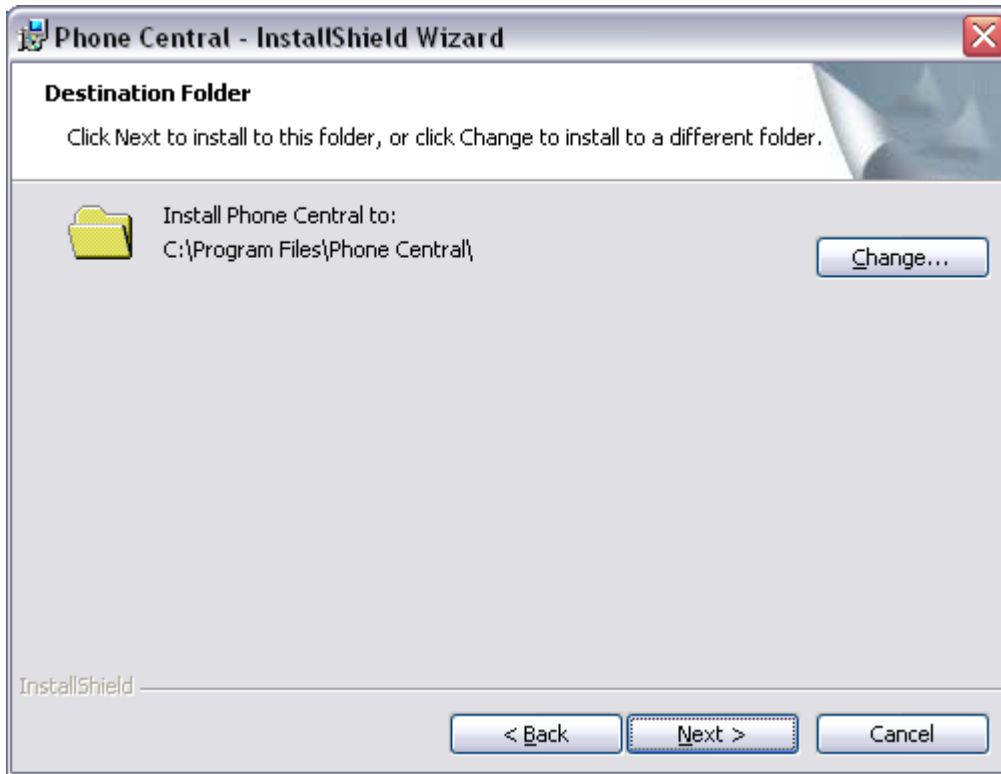
3. If an additional Security Warning box appears, click **Run**.



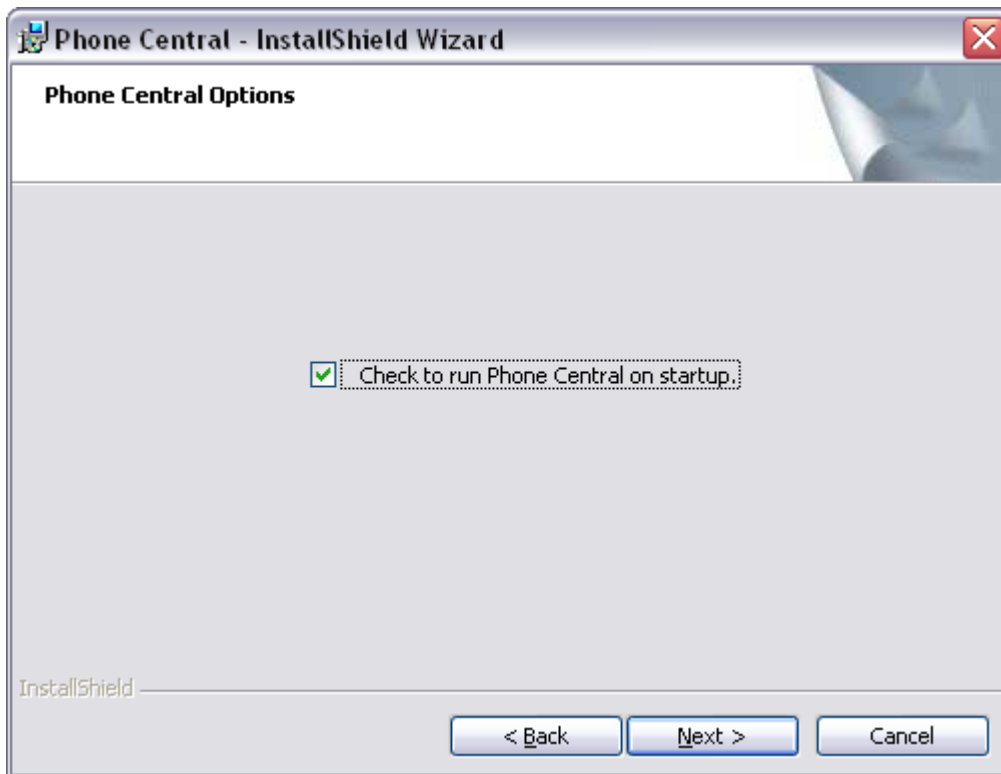
4. Click **Next**.



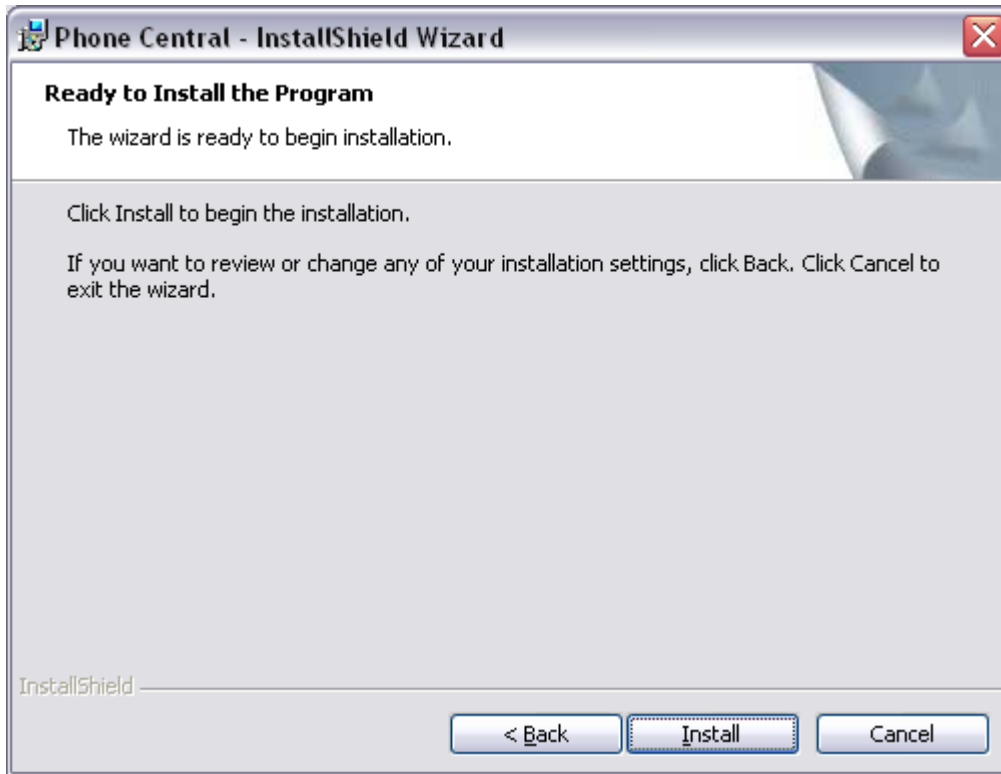
5. Enter your 10-digit phone number in the **User Name** field. Click **Next**.



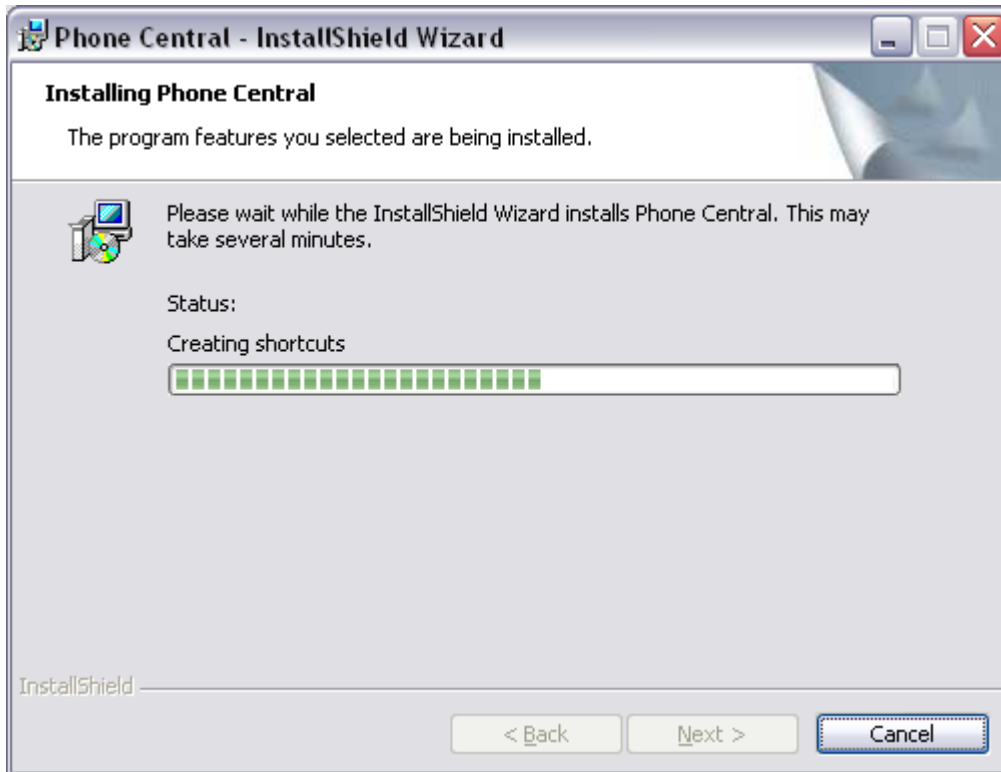
6. Click **Next**.



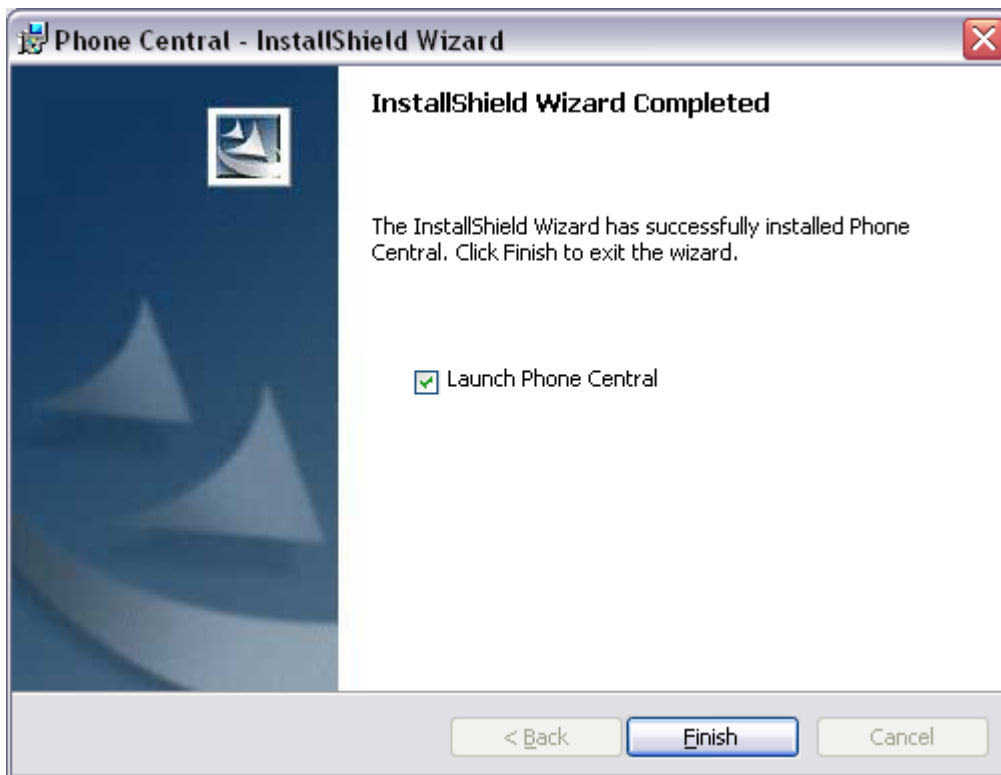
7. Select **Check to run Phone Central on startup**. Click **Next**.



8. Click **Install**



9. Wait for the installation to complete. This will take about one to two minutes.



10. Select **Launch Phone Central**. Click **Finish**. Installation of Phone Central is now complete.

Launching and Logging in to Phone Central

1. Launch Phone Central (if it is not already running) by going to **Start > Programs > Phone Central > Phone Central** or by double clicking the yellow phone icon in the system tray.



2. Enter your User ID and password.
Note: In most cases, your User ID is your 10-digit telephone number.
3. Click **Click here to Sign In**.

Listening to Messages



1. Select the **VoiceMail** group and select **Messages**.
2. Click the envelope next to the message you wish to listen to so that the message is highlighted.
3. Click the green right arrow button to play the message.
4. To stop the message, click the red square.
5. To adjust the volume, slide the volume bar to the right or left.
6. To save the message, click the yellow envelope icon.
7. To delete the message, click the envelope icon with the red "x".
Note: Deleting the message from the Web portal will remove the message from the VoiceMail system.
8. To save a message as new, do nothing.

Adjusting VoiceMail Settings



VoiceMail > Settings > General Settings

1. Select the **VoiceMail** group and select **Settings**.
2. Select the **General Settings** tab.

After making changes on the Settings screens, be sure to click the **Save** button to save your changes.

PIN: This is the access number that you would use to access messages on your phone if you call in to access messages remotely or do not use the Auto Login feature.

Adjusting VoiceMail Settings (continued)



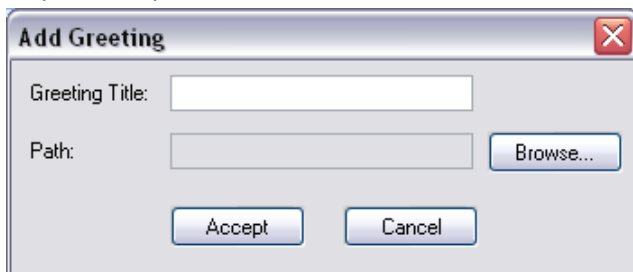
VoiceMail > Settings > Custom Greetings

1. Select the **VoiceMail** group and select **Settings**.
2. Select the **Custom Greetings** tab.

After making changes on the Settings screens, be sure to click the **Save** button to save your changes.

Listen to Current Greeting: Select to highlight your current greeting. Click the **Play** button to listen to the greeting.

Add Greeting: Click the **Add** button. A box will appear that will allow you to choose a .wav file on your computer.



Click the **Browse** button. Navigate and select the .wav file. Enter a description. Click **Accept**.

Delete Greeting: Select to highlight the greeting you wish to remove. Click the **Delete** button.

Edit Greeting: Select to highlight the greeting you wish to edit. Click the **Edit** button. A box will appear that will allow you to rename an existing greeting and/or select a different .wav file.

Make Active Greeting: Select to highlight the greeting you wish to make active. Right click and choose **Set As Current Greeting**.

Adjusting VoiceMail Settings (continued)



VoiceMail > Notifications > Email Notify

1. Select the **VoiceMail** group and select **Notifications**.
2. Select the **Email Notify** tab.

After making changes on the Notifications screens, be sure to click the **Save** button to save your changes.

Email Notify: If this option is set to On, you will receive a VoiceMail-to-E-mail (eForward) message anytime a new VoiceMail message is left for you. If you set this option to Off, you will not receive an e-mail notification.

Email Address: This field contains the e-mail address(es) that the VoiceMail-to-E-mail message will be delivered. If you wish to enter multiple address, separate them with a ";" (semicolon).
Example: "username@fbcom.net; johndoe@fbcom.net".

Adjusting VoiceMail Settings (continued)



VoiceMail > Notifications > New Message Notify

1. Select the **VoiceMail** group and select **Notifications**.
2. Select the **New Msg Notify** tab.

After making changes on the Notifications screens, be sure to click the **Save** button to save your changes.

Enable New Voice Mail Popup Notification: If this option is checked, when a new message is received a pop-up window will appear on your PC as long as Phone Central is running and logged in.

Play Sound On New Voice Mail: If this option is checked, when a new message is received a new message sound will be heard on your PC as long as Phone Central is running and logged in.

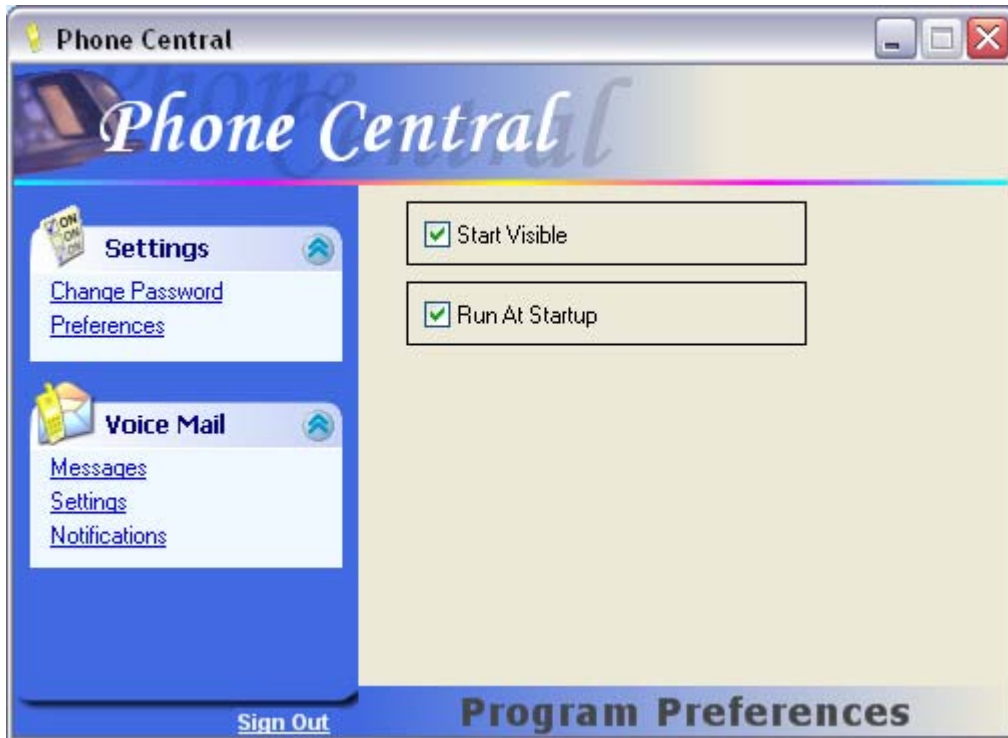
Change Phone Central Password



The screenshot shows a web browser window titled "Phone Central". The main heading is "Phone Central" in a large, stylized font. On the left side, there is a navigation menu with two main sections: "Settings" and "Voice Mail". Under "Settings", the "Change Password" link is highlighted. Under "Voice Mail", there are links for "Messages", "Settings", and "Notifications". At the bottom left of the menu is a "Sign Out" link. The main content area on the right contains the "Change Password" form. It has two text input fields: "New Password:" and "Confirm Password:". Below these fields are two buttons: "Save" and "Cancel". At the bottom right of the window, the text "Change Password" is displayed in a large, bold font.

1. Select the **Settings** group and select **Change Password**.
2. Enter your new password in the **New Password** and **Confirm Password** fields.
3. Click **Save**.

Change Phone Central Preferences



1. Select the **Settings** group and select **Preferences**.

Start Visible: If checked, the Phone Central application window will appear on your desktop when you start your PC.

Run At Startup: If checked, the Phone Central application will automatically launch when you start your PC.

Signing out of the Phone Central



1. If you wish to exit Phone Central, click the **Sign Out** button and close the application.