

A family mailbox allows individuals within a family or business to share one mailbox number, with each individual having separate greetings and passwords. Follow these instructions to set up family/extension mailboxes.

1 Call 745-7900 or 696-7900 from the phone with the voice mail.

Main Account (0)

Following the prompts, enter your temporary PIN (0-0-0-0-0) followed by the # key.
Enter a new personalized 4- to 20-digit PIN, followed by the # key. Confirm by entering again.
You may also set up your main account name (company name).

Press 3 to access the Greetings Options Menu.

Press 4 to access Group Mailbox Greetings.

Record your main greeting including a list of extension options your callers will hear.

Press 7 to Switch Accounts.

2 Next Mailbox (1)

Enter your area code and phone number again.

Press 1 to login as mailbox 1.

Enter your temporary PIN (0-0-0-0-0), followed by the # key.

Enter a new personalized 4- to 20-digit PIN, followed by the # key. Confirm by entering again.

You may also set up a name for this voice mailbox.

Record your greeting for this mailbox.

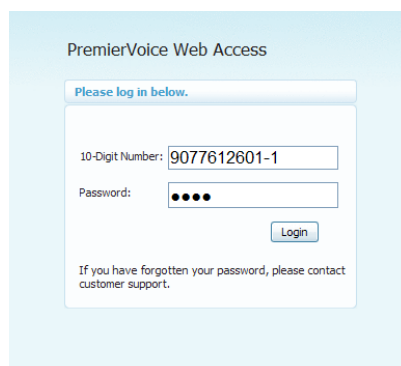
3 More Mailboxes

Repeat the instructions above to set up each one of your extensions.

4 Web Access

To log in to Web Access, go to <https://mymtasolutions.com/>.

For the main account, enter the 10-digit phone number and 4- to 20-digit personalized PIN (labeled Password here).

A screenshot of the PremierVoice Web Access login page. The page has a light blue background. At the top, it says 'PremierVoice Web Access'. Below that is a white box with a blue border containing the text 'Please log in below.' There are two input fields: '10-Digit Number:' with the value '9077612601-1' and 'Password:' with three black dots. A 'Login' button is below the password field. At the bottom of the white box, it says 'If you have forgotten your password, please contact customer support.'

For an extension, add a dash and the extension number (-1) after the 10-digit phone number.