How to leave an Urgent Message

Dial a PennNet Phone Subscriber

After the greeting plays begin recording your message

1. Press # to end recording

2. Press 4 to mark urgent, the voice mail system prompt confirms “Message marked urgent”

3. Press 1 to accept the recording, the system prompt confirms “your message has been saved”

Hang up

Record & Send an Urgent Message

Login to your mailbox, from the main menu

1. Press 3 for Advanced Options

2. Press 5 to Record

3. Enter 5 digit mailbox number to receive the message, the voice mail system prompts confirms the mailbox number entered and then record your message

4. Press # to end recording

5. Press 4 to mark the message urgent, the voice mail system prompt confirms “Message marked urgent”

6. Press 1 to accept the recording, the system prompt confirms “your message has been saved”

Hang up or press * to return to the previous menu

Warning: When forwarding a message from one mailbox to another by phone; the forwarded message cannot be marked as urgent (system prompt does not offer the option). The forwarded message will be sent as a regular “New Message”. If the original message was marked urgent, the voice mail system prompts will announce “Urgent message” when the recipient listens to the forwarded message even though the message is delivered as a regular new message (not urgent).