

VOICE MAIL - MY SERVICES MANAGEMENT

<https://myservices.gondtc.com/Voicemail>

≡ ManageMyVMail

Please enter your Username and Password to sign in to your ManageMyVmail account

Enter Username


Password

Sign In

[Forgot Password?](#)

Both are assigned when service is ordered.
Change default password at first login.

The first time you Sign In you will be prompted for a PIN Number. Use the default PIN assigned when service is ordered.

Select the Main Menu icon  and select one of the options that you wish to manage in your ManageMyVMail service

≡ ManageMyVMail

Click here to change your Password




Change Password

Click here to change your PIN

Change PIN

Click here to Sign Out

Sign Out




	Messages
	Greetings
	Account

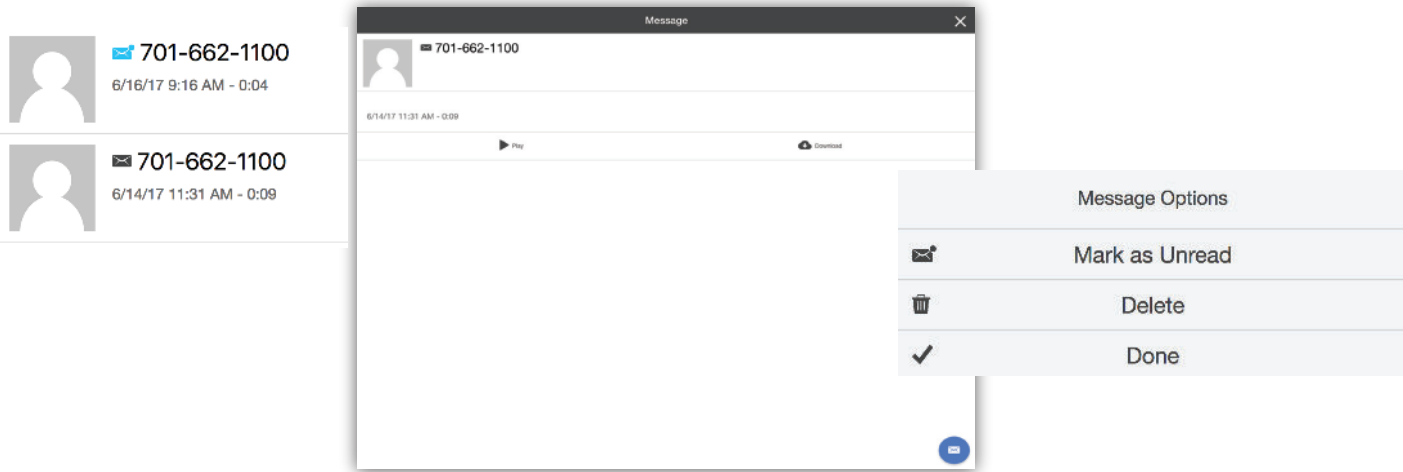
Messages - Displays new and saved messages.

Greetings - Displays greetings callers will hear and allows you to change your Active Greeting that callers will hear.

Account - Change your Password, PIN or Log out.

Messages - displays your voice messages.

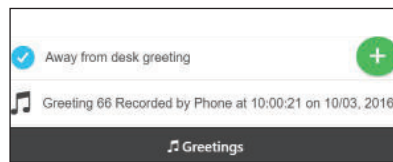
- Calls that resulted in a new Voice Mail message will have a Blue Envelope icon 
- Messages previously marked as read, will display a Black Envelope icon 
- Clicking on a specific message allows you to listen to the message by clicking the Play button
- Clicking on the Envelope icon  will allow you to mark a message as Read or Unread
- Click on Delete to remove the message
- Click Done when you have finished



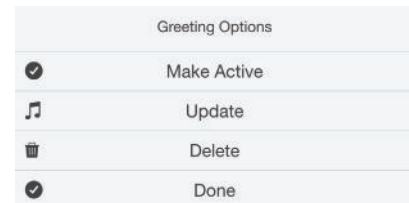
Greetings - multiple greetings may be added to your service by recording through your computer microphone, calling 662-5000 or by uploading an audio file from your computer. You can also change your active greeting from your greeting list. A default greeting will play until you add your first greeting.

Follow the voice prompt instructions to record your greetings over the phone. Once you have recorded a greeting it will be displayed in your my services management account with a time stamp. Please contact our office to receive a copy of the Voice Mail Phone User Guide.

Change your Greeting by selecting the Greeting that you want to manage.



- Listen to the Greeting by clicking on the Play button.
- Select the Blue Note icon to further manage your Greeting.
- **Make Active** causes this greeting to be the one callers will hear.
- **Update** to change the selected Greeting Description.
- Remove the greeting from your account by clicking on **Delete**
- Click **Done** when you are finished making your changes.



Record a new greeting by choosing Greetings from the main menu.

- From the Main Menu choose Greetings and select the Green note button to open the New Greeting box.
- Select the drop down menu and select the greeting you would like Active. Enter a Description for your greeting and select Record to record. *(If your Web Browser does not display the Record option, try a different browser)*
- Choose Upload to retrieve a file from your computer to use as your greeting.
- Once you have finished recording or adding your new greeting select the Add button.

