

# VOICE MAIL WEB ACCESS



## Phone Central

Phone Central is a PC Desktop application allowing you to play or delete messages and maintain and manage personal settings directly from your computer.

Upon eVoiceMail activation, you will receive a link via an automatically generated email message to install the Phone Central application.

**SEI Communications**  
**14005 US 50**  
**P.O. Box 7**

**Dillsboro, IN 47018**

**[www.seicommunications.com](http://www.seicommunications.com)**

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**THAT'S VOICE MAIL.**

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# USING PHONE CENTRAL



## Play Voice Mail Messages in Phone Central

1. In Phone Central, open the Voice Mail menu.
2. Click Messages.
3. Either double-click the message you want to play OR
4. Highlight the message you want to play and click the PLAY button (green arrow) OR
5. Select the message, right-click on it, and select 'Play Selected Message'.

## Set Phone Central to Notify you of New Messages.

1. In Phone Central, open the Voice Mail menu.
2. Click Notifications.
3. Click the New Msg Notify tab.
4. Check the box 'Enable New Voice Mail Popup Notification' to show a screen pop AND/OR
5. Check the box 'Play Sound on New Voice Mail' to play a sound.
6. Click Save.

## Set Phone Central to Run Automatically When You Log on to the PC

1. In Phone Central, open the Settings menu.
2. Click Preferences
3. Check the box 'Run at Startup'.
4. Click Save.

## Change your Phone Central PIN/Password

1. In Phone Central, open the Settings menu.
2. Click Change Password.
3. Enter your new password in the 'New Password' field.
4. Enter your new password again in the 'Confirm Password' field.
5. Click Save.

## Save Voice Mail Messages in Phone Central

1. When you have played a voice mail message, click the SAVE MESSAGE button (the envelope icon) OR
2. Select the message, right-click on it, and select 'Save Selected Message'.

## Set Phone Central to be Visible When You Start Your PC

1. In Phone Central, open the Settings menu.
2. Click Preferences.
3. Click the box 'Start Visible'.
4. Click Save.

## Set Phone Central to Run Automatically on the PC no Matter Who Logs On to the PC

1. In Phone Central, open the Settings menu.
2. Click Preferences.
3. Check the box 'Run at Startup'.
4. Click Save.

## Change your Voice Mail PIN/Password from Phone Central

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the General Settings Tab.
4. Enter your new PIN/Password in the 'PIN' field.
5. Click Save.

## Delete Voice Mail Messages in Phone Central

1. When you have played a voice mail message, click the DELETE MESSAGE button (the envelope with the red x) OR
2. Select the message, right-click on it, and select 'Delete Selected Message'.

## Change the Current Voice Mail Greeting in Phone Central

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the Custom Greetings tab.
4. Right-click on the greeting that you want to make current and select 'Set as Current Greeting'.
5. Click Save.

*\*Some features may not be available in all packages.*