

Voice Mail Only

- 1) Open your internet browser.
- 2) Go to <http://72.84.250.110:8998/login.asp>
- 3) To log into the main account, from the main login form:
 - a) Enter your ten-digit Mercury Fon number in the “Subscriber” field.
 - b) Enter your password in the “Password” field. Your password is the 4-digit code that you chose at activation.
- 4) Changing Your Password
 - a) Click on the “Password” tab on the Menu located at the left.
 - i) Have your current password ready. Your initial password is the 4-digit code that you chose at activation.
 - ii) Enter the current password in the “Old Password” field.
 - iii) Enter your new password in the “New Password” field.
 - iv) Confirm your new password in the “Confirm Password” field.
 - v) Click the “Save” button.
- 5) Setting Up Your Voice Signature and Voice Mail Message
 - a) If you did not choose to activate the Auto Attendant Feature
 - i) Dial 1-877-633-6030.
 - ii) Enter your ten-digit Mercury Fon number.
 - b) If you chose the Auto Attendant Feature at activation
 - i) Call your ten-digit Mercury Fon number.
 - ii) Press * and enter your password when prompted.
 - c) Press 6 to modify System Options.
 - d) Press 7 to modify Password, Outgoing Greeting, or Voice Signature.
 - e) Press 8 to change Voice Signature, which will be used if you choose not to record, or accidentally delete, your Outgoing Greeting.
 - i) Press 7 to record Voice Signature.
 - ii) Record your name at the tone and then press *
 - iii) Press 5 to keep the recording.

QUICK SETUP GUIDE



- f) Select 6 for Outgoing Greeting.
 - i) Press 1 to record your Greeting.
 - ii) Press * to end your recording.
 - iii) Press 5 to keep the recording.

To prepare your account for use, you must at a minimum:

1. Record your Voice Signature (your name)
2. Record your Welcome Greeting and Menu if you selected Auto Attendant

Standard Plan

- 1) Open your internet browser.
- 2) Go to <http://72.84.250.110:8998/login.asp>
- 3) From the main login form:
 - a) Enter your ten-digit Mercury Fon number in the “Subscriber” field.
 - b) Enter your password in the “Password” field. Your initial password is the 4-digit code that you chose at activation.
- 4) Changing Your Password
 - a) Click on the “Password” tab on the Menu located at the left
 - i) Have your current password ready. Your initial password is the 4-digit code you chose at activation.
 - ii) Enter the current password in the “Old Password” field.
 - iii) Enter your new password in the “New Password” field.
 - iv) Confirm your new password in the “Confirm Password” field.
 - v) Click the “Save” button.
- 5) Follow Me/Find Me Set-Up
 - a) Click on the “General” tab on the Menu located at the left.
 - i) In the “1st” field, enter the ten-digit number you wish Mercury Fon to ring first in locating you.
 - ii) You may enter addition numbers in the five remaining fields for Mercury Fon to ring in succession should you not answer at the first number.
 - iii) Click save.
 - b) E-mail Addresses
 - i) Enter all e-mail addresses to which you want your messages sent.
- 6) Recording Your Voice Signature and Auto Attendant (Welcome Greeting and Menu Options)

- a) You will have several messages to record:
 - i) Voice Signature used when you decline or miss a Follow-Me/Find-Me call
 - ii) Auto Attendant/Menu Options Greeting to direct your callers
 - iii) Information-Only Announcement
- b) Call your ten-digit Mercury Fon number.
- c) Press * when you hear the recording.
- d) Enter your password when prompted, followed by *
- e) Press 6 to modify System Options.
- f) Press 7 to modify Password, Outgoing Greeting, or Voice Signature.
- g) Press 8 to change Voice Signature, which will be used when you decline or miss a Follow-Me/Find-Me call.
 - i) Press 7 to record Voice Signature.
 - ii) Record your name at the tone and then press *
 - iii) Press 5 to keep.
- h) Select 6 for Outgoing Greeting.
- i) Press 1 to record your Auto Attendant Greeting (Greeting 1) .
 - i) Make sure to include in your Welcome Greeting:
 - (1) “Press 1 to reach me” (this is your Follow Me/Find Me prompt)
 - (2) “Press 2 to leave a voice message” (This is your Voice Mail box)
 - (3) “Press 3 to listen to an announcement” (This is your Information-Only Announcement)
 - ii) Press * to end your recording.
 - iii) Press 5 to keep the recording.
- j) To record Greeting 2, which will be used as your Information-Only Announcement, select 6 for Outgoing Greeting
 - i) Select 2 to record your second greeting.
 - ii) Press * to end your recording.
 - iii) Press 5 to keep the recording.

- (1) ** You MUST record Menu instructions in your greeting in order to utilize the Follow Me/Find Me, Voice Mail and Information-Only features.

To prepare your account for use, you must at a minimum:

1. Record your Voice Signature (your name)
2. Record your Welcome Greeting and Menu if you selected Auto Attendant

Premium and Executive Plans

- 1) Open your internet browser.
- 2) Go to <http://72.84.250.110:8998/login.asp>
- 3) From the main login form:
 - a) Enter your ten-digit Mercury Fon number in the “Subscriber” field.
 - b) Enter your password in the “Password” field. Your initial password is the 4-digit code that you chose at activation.
- 4) Changing Your Password
 - a) For your security, we recommend you change your initial password immediately.
 - b) Click on the “Password” tab on the Menu located at the left.
 - i) Have your current password ready. Your initial password is the 4-digit code that you chose at activation.
 - ii) Enter the current password in the “Old Password” field.
 - iii) Enter your new password in the “New Password” field.
 - iv) Confirm your new password in the “Confirm Password” field.
 - v) Click the “Save” button.
- 5) Follow Me/Find Me Set-Up
 - a) The telephone number you provided at sign-up is currently your first Follow Me/Find Me number. To change this number or add additional numbers:
 - b) Click on the “General” tab on the Menu located at the left.
 - i) The telephone number you provided at sign-up is currently in the first field, and is the telephone number you wish Mercury Fon to ring first in reaching you.
 - ii) You may change this number or enter addition numbers in the five remaining fields for Mercury Fon to ring in succession should you not answer at the first number.

- iii) Click save.
 - c) E-mail Addresses
 - i) Enter all e-mail addresses to which you want your messages sent.
 - d) To set up Follow Me/Find Me for additional Menu Options/Extensions, contact support@mercuryon.com.
- 6) Recording Your Voice Signature and Auto Attendant (Welcome Greeting and Menu Options)
- a) You will have several messages to record:
 - i) Voice Signature used when you decline or miss a Follow-Me/Find-Me call
 - ii) Auto Attendant/Menu Options Greeting to direct your callers
 - iii) After Hours Greeting (with Voice Mail)
 - iv) Information-Only Announcement
 - b) Call your ten-digit Mercury Fon number.
 - c) Press * when you hear the recording.
 - d) Enter your password when prompted, followed by *
 - e) Press 6 to modify System Options.
 - f) Press 7 to modify Password, Outgoing Greeting, or Voice Signature.
 - g) Press 8 to change Voice Signature, which will be used when you decline or miss a Follow-Me/Find-Me call.
 - i) Press 7 to record Voice Signature.
 - ii) Record your name at the tone and then press *
 - iii) Press 5 to keep.
 - h) Select 6 for Outgoing Greeting.
 - i) Press 1 to record your Auto Attendant Greeting (Greeting 1), making sure to include:
 - i) “Press 1 to reach me” (this is your Follow Me/Find Me prompt)
 - ii) “Press 2 to leave a voice message” (This is your Voice Mail box)
 - iii) “Press 3 to listen to an announcement” (This is your Information-Only Announcement)
 - iv) Press * to end your recording.

- v) Press 5 to keep the recording.
 - j) To record Greeting 2, which will be used as your After-Hours Greeting, select 6 for Outgoing Greeting
 - i) Select 2 to record your second Greeting.
 - ii) Press * to end your recording.
 - iii) Press 5 to keep the recording.
 - k) To record Greeting 3, which will be used as your Information-Only Announcement, select 6 for Outgoing Greeting
 - i) Select 2 to record your third Greeting
 - ii) Press * to end your recording.
 - iii) Press 5 to keep the recording.
- (1) ** You MUST record Menu instructions in your greeting in order to utilize the Follow Me/Find Me, Voice Mail and Information-Only features.

7) Scheduling

- a) Monday through Friday, 8 am – 5 pm, callers will be transferred based on your Follow Me/Find Me schedule.
- b) Outside of these hours, callers will hear Greeting 2.

Setting Up Your Extensions

- 1) Contact support@mercuryfon.com to receive your 4-digit extension.
- 2) Open your internet browser.
- 3) Go to <http://72.84.250.110:8998/login.asp>
- 4) To log into an extension, from the main login form:
 - a) Enter your four-digit extension # in the “Subscriber” field.
 - b) Enter your password in the “Password” field. Your initial password is 1234
- 5) Follow instructions for the main account set-up to access your messages, set up Follow Me/Find Me, and view reports
- 6) To change the password for your extension and set up your greetings, dial 804-633-6030
 - a) Enter your mailbox extension number and press *
 - b) Follow the instructions for the main account set-up