

# MERCURY FON

## All Plans

### Accessing Your Phone System

- Dial your Mercury Fon number from any phone
- While greeting plays, press \*
- Enter your password, then press \*

### Personalize

- Dial your Mercury Fon number and log in
- Select 6 to modify System Options
- Select 7 to modify Password, Outgoing Greeting, or Voice Signature
- Select 6 for Outgoing Greeting, or
- Select 8 for Voice Signature
- Listen to prompts
- Record and press \* to end
- Select 5 to keep

### Modify Password

- Dial your Mercury Fon number and log in
- Select 6 to modify System Options
- Select 7 to modify Password, Outgoing Greeting, or Voice Signature
- Select 7 to modify Password
- Enter new Password (3-6 digits)
- Re-Enter new Password when prompted
- System will confirm Password

### Listen to Messages

- Dial your Mercury Fon number and log in
- Select 5 to listen
- To delete the message select 3
- To keep the message select 5
- Select 6 to proceed to the next message

### Change Availability

- Select 6 to modify availability
- Select 7 for setup
- Select 2 to change your availability status

## While Listening to Messages

- Select 1 to backup 8 seconds
- Select 2 to advance 8 seconds
- Select 3 to delete message
- Select 4 to go back (replay) current message
- Select 5 to keep message
- Select 6 to go to next message
- Select 9 to cancel current menu
- Select 0 to pause and resume playback
- Press # to hear caller's number

## Premium & Executive Features

### Return Call

- Press # to hear telephone number that called
- Select 1 to connect
- Select 2 to enter another number
- Select 8 to return to voicemail after connecting

### Outdial Calling

- Dial your Mercury Fon number and log in
- Select 2 to make a call
- Enter number, press \*
- Listen to number playback and press 1 if correct
- To cancel, press # (return to main menu)

### Record Conversation

- Select 7 to record call during your conversation
- Recording is available on incoming calls only
- An mp3 file will be sent to your e-mail address

### Transfer Back to Voicemail

- Select 8 to return caller to voicemail after connecting

## Web Administration

### 3 Ways to Access Messages

- Dial into your virtual phone system
- Receive as mp3 file via e-mail
- Online

### Check Messages Online

- Go to <http://myfon.mercuryfon.com>
- Enter your 10-digit Mercury Fon number in the "Subscriber" field
- Enter your Password in the "Password" field
- Click on "Message" tab on the Menu at left
- New, unplayed messages appear in "New Messages" box
- Click on speaker icon to listen to your message directly
- Click on arrow icon to move message to "Played Messages" box
- Click on X icon to delete the message

### View Reports

- Click on "Report" tab on Menu at left
- Select Start and End time/date from drop down Menu
- Choose Inbound, Outbound, or Both
- Click "Submit"
- To create a copy of the report, click "Export to File"
- Choose to "Open" or "Save" file and click OK

### Follow Me/Find Me Set-Up

- Click on the "General" tab on the Menu at the left
- The "1st" field contains the 10-digit number Mercury Fon will ring first in locating you (3-4 rings per number)
- You may enter additional numbers in the five remaining fields for Mercury Fon to ring in succession if you do not answer at the first number
- Click "Save"
- Enter all e-mail addresses to which you want your messages sent

### Change Your Password Online

- Click on the "Password" tab on the Menu at the left
- Enter the current Password in the "Old Password" field
- Enter your new Password in the "New Password" field
- Confirm your new Password in the "Confirm Password" field
- Click "Save"