

Answering Service Voicemail System Instructions

1. Dial the Phone number assigned to your account and then press the \* key.
2. You will be prompted for the security code which is your 4 digit answering service account number.
3. Press 1 to retrieve voice mail messages
4. In the main menu press 4 for personal options.
5. To record your name press 2.
6. To record a custom greeting press 3.
7. Record the greeting and press the # key to save.