



Voice Mail Instructions

Phone your Mailbox/Pager #

During the greeting enter (0)

Enter your access code if you do not know your access code please email us using the Contact Us feature. Your password will be emailed back to you.

Use the commands below

TO RECORD PERSONAL GREETING:

- Press 11 To record your personal greeting. You will hear, "You may now change your greeting message"
- Press 30 To begin recording. Be ready with message.
- Press 1 To end recording.
- Press 40 To listen to your greeting.
- Press 10 To return to the main menu.

TO PROGRAM YOUR ACCESS CODE:

- Press 17 To change your access code.
You will hear, "You may now change your access code".
- Press 3 Enter your new access code followed by (#)
Enter an access code from 4 to 8 digits.
- Press 4 To verify your personal access code.
- Press 10 To return to the main menu.



FOR VOICE MESSAGE RETRIEVAL:

- Press 2 To delete last message
- Press 3 To play newest to oldest
- Press 4 To play oldest to newest
- Press 5 To replay same message
- Press 6 To play all messages
- Press 7 To play time and date stamp

IF YOU NEED HELP AT ANY TIME JUST PRESS THE STAR (*) KEY