

**No matter how you spend your time...**



**Northeast Communications Keeps You Connected!**



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## **Voicemail Instructions – How to Record Greetings**

For Mailbox # \_\_\_\_\_ Account Name: \_\_\_\_\_

Dial Voice Mail Check-In phone number \_\_\_\_\_

- a. Enter mail box \_\_\_\_\_ followed by #
- b. Enter Password \_\_\_\_\_ followed by #

You will hear “You Have No Messages”

Press 1 for New Messages

Press 2 to change folders

Press 3 for advance options

Press 0 for Mailbox Options (to record unavailable greeting)

Press \* for Help or # to exit

After Pressing 0 for more options:

Press 1 To Record your Unavailable message

Press 2 To Record your Busy message

Press 3 To Record Name

Press 4 To manage your Temporary Greeting

Press 5 Change your Password

Press \* to return to the main menu

After Pressing 1 for Unavailable Greeting:

After the tone say your Unavailable message then press the # key

“Thank You”

Press 1 to Accept this recording

Press 2 to Listen to it

Press 3 to Re-Record your message

Press 7 to Delete your outgoing message (Only if you have a recording)