ATTENTION: URGENT INFORMATION REGARDING YOUR TELEPHONE VOICE MAIL SYSTEM

1) LOG IN:
   DIAL 1900
   EXTENSION + #
   INITIAL PASSWORD = 1 + #

2) RE-RECORD NAME:
   PRESS 5
   WAIT FOR NEXT MENU; PRESS 5;
   FOLLOW VERBAL INSTRUCTIONS;
   HANG UP

3) CREATE PASSWORD:
   LOG IN (SEE STEP #1 ABOVE)
   PRESS 5
   WAIT FOR NEXT MENU; PRESS 4;
   FOLLOW VERBAL INSTRUCTIONS
   (NOTE: PASSWORD MUST BE AT LEAST 4 DIGITS LONG AND CANNOT BE SEQUENTIAL OR REPEATING DIGITS);
   HANG UP

4) PERSONAL GREETING:
   LOG IN (SEE STEP #1 ABOVE)
   PRESS 3
   PRESS 1; ANSWER "ENTER GREETING NUMBER" WITH 1;
   PRESS 1 TO RE-RECORD; FOLLOW VERBAL INSTRUCTIONS; HANG UP

A QUICK REFERENCE GUIDE FOR YOUR VOICE MAIL SYSTEM IS ATTACHED.

PROBLEMS WITH YOUR PHONE? DIAL 4357; select option "3"