

SETTING UP CUSTOMISED 'ANNOUNCEMENT' OR VOICEMAIL MESSAGE

1. Dial your non-geographic extension number e.g. 0870 005 xxxx
2. When you hear the ringing tone (this emanates from our switch) Press * * (star, star)
3. Listen to voice prompts till it asks for your Pin Number
4. Enter your Pin Number when requested (Default is - 1234)
5. Listen to the MENU selections.
6. Select '6' to 'Personalise your Voicemail'
7. Follow the menu instructions to make your recording.
8. Record, listen and then either re-record or accept.
9. Hang up, or pressing '0' will you back to the Main Menu.