

NOTIFICATION GUIDE

CHANGING YOUR NOTIFICATION OPTIONS:

ACCESS YOUR MAILBOX

1. Call your voicemail number. Wait for the greeting to answer, DURING the greeting...
2. Press ***** The system will ask you for your passcode. Enter your passcode. You have now accessed your voicemail.

TURNING YOUR NOTIFICATION ON/OFF

3. Press **8** to access the “user options” menu.
4. Press **2** to access the “call schedule options” menu.
5. Press **6** to access the “schedule message delivery” options.
6. Press **3** to enable or disable the notification (message delivery).

CHANGING YOUR NOTIFICATION NUMBER

7. Press **8** to access the “user options” menu.
8. Press **2** to access the “call schedule options” menu.
9. Press **6** to access the “schedule message delivery” options.
10. Press **6** to change the telephone number.
11. The system will respond with the current telephone number.
12. Press **2** to enter a new telephone number.
13. Enter 1, then the area code, followed by the telephone number you want to use.
The system will repeat the new telephone number and automatically save the changes.