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Business Phone Systems
Voice and Data Networks
Certified Cabling Services
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Southern Telephone Service, Inc.

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ONCE THE VOICEMAIL PASSWORD HAS BEEN RESET TO ALL ZEROS THIS CHANGES THE PASSWORD TO SOMETHING OF YOUR CHOICE, RECORDS NAME & PERSONALIZES MESSAGE

- 1. Press feature (or the feature symbol) then press 981**
- 2. Enter 0000 then press OK**
- 3. The display appears briefly to indicate that you must change the password**
- 4. Enter a 4 to 8 digit long (not starting with 0) password of your choice and press OK**
- 5. Reenter your new password and press OK**
- 6. At the tone record your name and mailbox # then press OK to end the recording**
- 7. Press Ok to accept recording or PLAY to listen to it and RETRY to change it if you do not like it**
- 8. Press RELEASE (or the release symbol)**

TO RECORD YOUR PERSONALIZED MESSAGE:

- 1. Press feature (or the feature symbol) then press 981**
- 2. Press ADMIN**
- 3. Press GREET**
- 4. Press RECORD**
- 5. Press PRIME**
- 6. Record new - Press YES**
- 7. Record your greeting after the tone**