



how-to

+ instructions

VOICE MAIL CHECK-IN NUMBERS	
Lafayette	337-268-6868
Baton Rouge	225-215-5100
National	888-280-7633

Voice Mail

CREATING YOUR GREETING

CALL VOICE MAIL CHECK-IN NUMBER

ENTER YOUR ACCOUNT NUMBER

USER OPTIONS

Press 8

CHANGE GREETING

Press 4

RECORD GREETING

Press 2

When finished press any key

MESSAGE REVIEW OPTIONS

Review 7
Delete and start over 3
Save your greeting 4

EXIT

It's important to exit all the way out of the voicemail or the greeting may not update properly.

Exit out of user options 9
Exit our of your voice mail box 9
Exit out of voice mail service 9

CHECKING YOUR MESSAGES

CALL VOICE MAIL CHECK-IN NUMBER

ENTER YOUR ACCOUNT NUMBER

You will hear how many messages you have.

LISTEN TO YOUR MESSAGES

Press 4

MESSAGE OPTIONS

Delete 3
Keep message 6
Exit 9