

## **General Administration for the Amanda SOHO Voice Mail**

*To set up company greeting:*

Dial the voice mail extension # (501 or 529)

When you hear the main greeting press \*990

Enter pass code 990#

Follow the prompts to record greeting #1

Record the following: Thank you for calling (name of company)

Save the recording

Go back to the main greeting

Enter \*991

Enter pass code 991#

Follow the prompts to record greeting #1

Record something like the following: If you know the extension of the person you wish to reach please enter in now... For a directory of personnel press 411.... To speak to the receptionist please press 0.

*To add or delete a voice mail box:*

Go back to the main greeting

Enter \*999

Enter pass code 999#

Follow the prompts