



N.A.S.

Newtown Answering Service

There are 2 different types of greetings. The **Main Account Greeting** and the **Auto-Answer Greeting**. Both greetings can be set-up by the client or by NAS.

Main Account Greeting - This greeting if recorded will be the first thing your potential clients/patients will hear when a call comes to the service. This will be played BEFORE the call is routed to an operator. This is also the greeting you will want to use if you are a voice mail account.

Auto-Answer Greeting - This greeting will only be played when your potential client/patient is answered by our system automatically.

How To set up the Main Account Greeting.

Dial: 215-750-4800

Enter your account# (followed by the # key)

Initial Passcode: 1234 (followed by the # key) (this can be changed at any time by following the prompts under user options)

Press **8** for user options

Press **4** to create greeting

Press **2** to start recording

Press **7** to review recording

Press **4** to save recording

Press **9** x 3 to exit

You have now recorded your greeting!

How To set up the Auto-Answer Greeting.

Dial: 215-750-4800

Enter your account# (followed by the # key)

Initial Passcode: 1234 (followed by the # key) (this can be changed at any time by following the prompts under user options)

Press **8** for user options

Press **2** to create greeting

Press **2** to start recording

Press **7** to review recording

Press **4** to save recording

Press **9** x 3 to exit

You have now recorded your Auto-Answer Greeting!