



# N.A.S.

## Newtown Answering Service

### Using the Voice Mail System

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)

Once you enter the Check-In system you will hear how many

"Secretarial Messages" these are the message that operators have taken that have not been delivered.

**\*\*Does not apply to all accounts\*\***

"Voice Mail Messages" These are the number of Voice Mail messages you have not listen to before.

**\*\*Does not apply to all accounts\*\***

Press **7** to start listening to your Voice Mail messages.

You have several options while listening to your voice mail messages.

Press **3** to **Delete** message

Press **5** to **Keep** and Save your message (will only be saved for 7 days)

Press **6** to **Skip** the message

Press **7** to **replay** the message

Press **9** to **Exit**

Press **0** to speak to an operator.