

Lebanon Phone Center & Alarm, Inc.

Your Communications & Security Specialists

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Login into administrator mailbox

From your system phone

Press voicemail (voice mail will answer and prompt you to *enter your password*)
Dial # (if you know the extension.....)
Dial # (please enter your mailbox number)
Dial 70 (Please enter you password)
Dial 70 (you have no new messages, main menu)

From you home phone or cell phone

Dial you company phone number and wait for phone system to answer, when greeting starts follow below instructions.
Dial # (please enter your mailbox number)
Dial 70 (Please enter you password)
Dial 70 (you have no new messages, main menu)

To Record new Day Greeting (box 800)

Login to administrator mailbox

Dial 3 options
Dial 2 greeting
Dial 800 box number
Dial 1 to listen to recorded greeting
Or
Dial 2 to record new greeting
Dial 0-9 for greeting number (you can have up to 10 different greetings)
Or you may dial * for the current active greeting
Follow voice prompts

To Record new Night Greeting (box 801)

Login to administrator mailbox

Dial 3 options
Dial 2 greeting
Dial 801 box number
Dial 1 to listen to recorded greeting
Or
Dial 2 to record new greeting
Dial 0-9 for greeting number (you can have up to 10 different greetings)
Or you may dial * for the current active greeting
Follow voice prompts

To swap greeting 0-9

Login to administrator mailbox

Dial 3 options
Dial 2 greeting
Dial 800 or 801 depending if you are changing day greeting or night greeting
Dial 5 to select new greeting
Dial 0-9 for greeting number (you can have up to 10 different greetings)
Follow voice prompts