

(Centuri Instructions)

Changing Outgoing Message / Greeting

1. Dial the access number: 973-283-7605 or 800-540-9646

(You may also access your mailbox by calling your telephone number while it's forwarded. Then as soon as the greeting comes on, press * then go on to Step 2)

2. The prompt will ask you to enter your *mailbox* number ____, then press the * sign.
3. The prompt will ask you to enter your *password* ____, then press the * sign.
4. The prompt will then inform you of the number of message you have.
5. Press (6) to *modify* system options.
6. Press (7) to modify Password, Outgoing Greeting, or Voice Signature.
7. Press (6) for *outgoing message*.
8. Select the number which you would like to change.
9. *The outgoing message* for the number you select will play.
10. You will be asked to (5) *keep* or (7) *record* a new message.
11. When you have finished recording, you will be presented with the option to (5) *keep* or (7) *record* a new message again.
12. Hang up – you have successfully changed your outgoing message.

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