



N.A.S.

Newtown Answering Service

The Check In Line Can be used for many features including but limited to;

- Checking Voice Mail Messages
- Checking the # of operator messages holding
- Faxing/Emailing of messages holding
- Recording and Chaging of Account Greetings
- Speaking to an Operator about your account
- Changing your status
- Changing your passcode

Using the Check In Line

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

You have several Options to choose from.

Press 1 to Change your status - See "Changing Your Status"

Press 7 to listen to Voice Mail messages - See "Voice Mail"

Press 6 to Fax/Email messages - This will Fax or Email your secretarial messages that are holding to the number/email set-up in your account.

Press 8 for user options - See "User Options" Below

Press 0 to Speak to an Operator about your account

Press 9 to Exit

User Options

There are several options to choose from.

Press **2** to change your Auto-Answer Greeting - See "Account Greetings"

Press **4** to change your Main Account Greeting - See "Account Greetings"

Press **6** to change your Mail Box Name - See "Account Greetings"

Press **7** to change your Passcode - See "Changing Your Passcode" Below

Press **9** to Exit

Press **0** to speak with an operator

Changing Your Passcode

You can change your passcode at any time.

Dial into the Checkin line - See Above

Press **8** for user options

then Press **7** to change your passcode

Enter a new passcode followed by the **#** key

Press **5** to confirm new passcode

Press **9** to Exit