

# Your Servcorp Voicemail

## Access during business hours

1. Dial your allocated telephone number in full, as indicated on your welcome letter.
2. Your receptionist will answer your call; ask to be transferred to your 'voicemail'.
3. Your receptionist will divert you to your business hours (standard) voicemail greeting.
4. Press \* during the greeting to commence the Servcorp voicemail setup.
5. When prompted to enter your ID, enter the last 4 digits of your allocated telephone number, then press #.
6. When prompted, enter the default password 112233, then press #.

## Access after hours

1. Dial your allocated telephone number in full, as indicated on your welcome letter.
2. Your call will go directly to your afterhours (closed) voicemail greeting.
3. Press \* during the greeting to commence the Servcorp voicemail setup.
4. When prompted to enter your ID, enter the last 4 digits of your allocated telephone number, then press #.
5. When prompted, enter the default password 112233, then press #.

Follow the prompts to set a unique password and record your own standard, closed and alternate greetings if desired.

For assistance at any stage do not hesitate to contact your Servcorp Receptionist.