
How to Update Your Voicemail Message

If you would like to create a company voicemail or amend existing voicemail settings, then follow these simple steps.

1. Call JP IT Solutions Mailbox Recording Service on
01672 556 096
2. After the tone, record the message that you would like the customers to hear.
3. When you have finished, please hang up.

We will automatically receive the voicemail you have recorded, please then send us an email with your voicemail requirements.

If you require a separate voicemail message for Out of Hours, or for changing working hours, please let us know and we can set this up for you.