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## How to Update Your Voicemail Message

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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, press the # key.

To listen to your message press 2

To Delete and re-record message press 1

- 4.** If you are happy with the recording press 3 and hang up.

Once we receive this we will upload this for you.

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.