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## ***User Guide***

**Tips, Updates and FAQ's available on the web at: [www.vri.com](http://www.vri.com)**

### **To Retrieve Saved Message on the old Real Estate Network System:**

To retrieve saved messages from the old Real Estate Network System, CALL 1-800-301-6373 PRESS 2 AND ENTER THE LAST 4 DIGITS OF YOUR MAILBOX NUMBER FOLLOWED BY THE STAR KEY. Voicemail messages will be available until November 30.

(To start tutorial to change greeting, voice signature (name) and passcode press \*\* once you are in your mailbox)

### **To Change Greeting only:**

- 1.Call your personal number from a phone
- 2.While greeting plays enter a \*
- 3.Enter your password then \*
- 4.Listen to the Menu
- 5.Press 6 – System Options
- 6.Press 7 – Password, Outgoing Greeting/Message, Voice Signature (Name)
- 7.Press 6 – Outgoing Message
- 8.It will play the current greeting
- 9.Press 5 if you wish to keep the current greeting
- 10.Press 7 to record a new greeting
- 11.Press 5 to keep the new greeting
- 12.Hang up

