



**BUSINESS  
EXTENSION  
SERVICE**

24-Hour Answering Service

**VOICENET- CLIENT VOICEMAIL INSTRUCTIONS:**

**To Call VoiceNet:** (360) 603-4081 (Whatcom County)  
(800) 805-3102 (Toll Free)

**Mailbox #:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**\*Password default is 1234\***

**LOGGING IN**

1. Call Voice Net using above number
2. Enter mailbox provided by BES followed by a \*
3. Enter password followed by a \*

**PERSONALIZATION**

After logging in,

1. Press 6 to Modify
  2. Press 6 to change Outgoing message
- Or** Press 8 to change Voice signature
3. Press \* to stop recording
  4. Press 5 to Keep recording

**CHANGING YOUR PASSWORD**

After logging in,

1. Press 6 to Modify
2. Press 7 to change Password
3. Enter new password (up to 6 digits) and press \*
4. Repeat step 3 to confirm

**LISTENING TO A MESSAGE**

After logging in,

1. Press 5 to Listen
  2. Press 3 to Delete message
- Or** Press 5 to Keep message
3. Press 6 to get the Next message
  4. Press # to cancel current action

**QUICK KEYS**

- 1 Go back 8 seconds
- 11 Go back to beginning of message
- 2 Go forward 8 seconds
- 22 Go to end of message
- \* Complete current action
- # Cancel current action
- 0 Pauses/resumes message

**For additional assistance, call (800) 628-7470. We are available 24 hours a day.**