

STANDARD PHONE MESSAGE

Thank you for calling the Vancouver Bridge Club. For information about game times and special events, please visit our website at acbld20.org/vbc. If you want to speak with a member, please leave your name, number, and a brief message. Someone will return your call.

CLUB CLOSURES

Thank you for calling the Vancouver Bridge Club. Today is (give day and date). The club is closed due to inclement weather.

REMOTELY ACCESS THE ANSWERING MACHINE

1. Dial the VBC telephone number from any touch-tone telephone.
2. When the answering system answers, enter the 2-digit remote access code **19. Do not change this number!**
3. The answering system automatically announces the number of messages (new or old) if there are any.
4. If there are new messages, the answering system automatically begins to play all new messages only or if there are no new messages, the answering system automatically begins to play all old messages.
5. You can also enter the remote commands listed on the next page:

REMOTE COMMANDS

1	Press to listen to all messages. If there are new messages., the system plays only the new messages (in chronological order). If there are no new messages, the system plays all old messages (in chronological order)
2	Press to listen to new messages only
3	Press during message playback to delete the current message
33	Press to delete all old messages
4	Press 4 to repeat the playing message Press 4 twice to listen to the previous message
5	Press to stop playback and recording
*5	Press to listen to a list of remote commands
6	Press during playback to skip the current message and advance to the next message
*7	Press to record a new announcement. Begin speaking after the long beep
8	Press to end remote access (the call ends)
0	Press to turn the answering system on or off