February 23, 2017

Answering service

Put on:

*72 877-570-9839 #

Pick up on line 2 or call from outside line to verify forward is on and going to answering service

Take off:

*73 and verify off

Please sign off for each date with initials for Putting on service and verification and same for taking service off, see times below for putting on and taking off.

Mondays	8 am and on at 4 pm
Tuesdays	7:15am and on at 4 pm
Wednesdays	8 am and on at 4 pm
Thursdays	First and third off at 9am and on at 5 pm
	Second and fourth 9am and on at 7pm
Fridays	8 am and on at 4pm