OFFICIAL NOTICE
Auto Enrollment IVR Instructions

The Auto enrollment IVR allows you to review, remove, and add phone numbers in your allowed number list during the change period at the facility.

Notice: The Auto Enrollment lVR will only be available during an official change period. The number of phone numbers you can add during the change period is determined by the facility.

1. Pick up the telephone handset and Press 1 for English, Press 2 for Spanish.

2. To auto enroll your allowed number list, dial 114.

3. Enter your SID number.

4. State your name when prompted.

5. Enter your 4-digit private code.

6. Main Menu:

- To review and listen to the entire list of your allowed numbers, press 1.
  - The system will play each phone number in your allowed number list.
  - Press any digit to go back to main menu.
- To remove numbers from your allowed list, press 2.
  - Enter the 10-digit phone number you want to remove (area code+ phone number). For international numbers, press 011, country code, city code, and then the number.
  - The system will repeat the number to be removed, press 1 if the number is correct. Press 2 to re-enter the number.
- To add numbers to your allowed list, press 3.
  - The system will identify how many allowed numbers may be added during the change period.
  - Enter the 10-digit telephone number to be added (area code+ phone number), then press the pound key. For international numbers, press 011, country code, city code, then number. Please press the pound key when finished.
  - The system will repeat the number to be added, press 1 if the number is correct. Press 2 to re-enter the number.