



Simple

Voice Mail

Convenient

Reliable



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Accessing Your Mailbox

1. From home dial *98.
Away from home dial 519.839.5999.
Then either:
 - Press # if calling from the phone your voice mail is subscribed to, **OR**
 - If using **Auto Login** and accessing from your home phone no entry is required, **OR**
 - **Enter your telephone number**, if calling from a remote phone.
2. If requested, **Enter your password, followed by the # key**. Your password will be a default of four zeros (0000) until you change it.
3. Main Menu: **Press 1** to retrieve messages, **Press 3** to send, **Press 7** for current date and time, or **Press 9** for mailbox setup. Depending upon mailbox setup, the first new message will play immediately.

Accessing Your Sub-Mailbox

1. Follow **Step 1** from above.
- 2a. If you are the group administrator and wish to record a group greeting, **Press *** to access the Group Greeting Menu. Voice prompts will guide you through those steps. **OR**
 - b. **Enter your sub-mailbox number**.
3. If requested, **Enter your password, followed by the # key**. Your password will be a default of four zeros (0000) until you change it.
4. Main Menu: **Press 1** to retrieve messages, **Press 5** to hear which sub-mailboxes have new messages, or **Press 9** for mailbox setup.

To Set Up Mailbox

- 5 Options in Mailbox Setup Menu:**
- a. **Press 1:** Greeting Options (you can disregard this step if you choose to use the default greeting)
 - b. **Press 2:** Change Password
 - c. **Press 3:** Notification Options (1)
 - d. **Press 4:** Disable/Enable Auto Login
 - e. **Press *:** Return to Main Menu

To Change or Record Your Greeting:

1. **Press 1** - Greeting Options
2. **Press 2** - Re-Record Your Greeting
3. **Press #** - End Recording Function
4. **Press 1** - Listen to Greeting

To Create Multiple Greetings:

5. **Press 5** - Pick a New Greeting. Then choose a new greeting # (2-9).
6. **Press 2** - Record Greeting.
7. **Press #** - End Recording Function. Repeat steps 5 & 6, choosing a different greeting # each time.
8. **Press 5** - Pick a New Greeting. Then choose the greeting you wish to become active.
9. **Press *** - Return to Main Menu.



For assistance contact us at....
519.839.4734

To Retrieve Messages

- 3 Options in Message Retrieval Menu:**
- a. **Press 1:** New Messages
 - b. **Press 2:** Saved Messages
 - c. **Press *:** Return to Main Menu

To Listen to Messages:

1. **Press 1** - Play or re-play Message
2. **Press 2** - Save Message and Go to Next
3. **Press 3** - Delete Message and Go to Next

To Undelete Message:

Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted,

4. **Press 4** - Save Message as New
5. **Press 5** - Reply to a Message (1)
6. **Press 6** - Forward Message (1)
7. **Press 7** - Skip Back Three Seconds
8. **Press 8** - Pause or Continue Message
9. **Press 9** - Skip Forward Three Seconds
10. **Press *** - Return to Main Menu
(1) Optional Feature

To Change Your Password:

1. **Press 2** - Change Your Password
2. **Enter new password, followed by the # key**. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one you will remember.
3. To verify, **Enter your password, followed by the # key**.