

ACCESSING YOUR VOICE MAILBOX FROM YOUR HOME PHONE

To access your mailbox to listen to your messages, record your greeting, or change your PIN, dial the system access number ***83**, then you will be prompted to enter your PIN number.

ACCESSING YOUR VOICE MAILBOX FROM ANOTHER PHONE

WHEN YOU ARE AWAY FROM HOME, YOU CAN ACCESS YOUR VOICE MAILBOX FROM ANY OTHER PHONE.

1. Dial your own phone number.
2. Press the ***** key while your greeting is playing.
3. Enter your PIN when prompted.
4. Press the **#** key.

RETRIEVING YOUR MESSAGES

Your phone set may have a message waiting indicator light which flashes to alert you of new messages, or you may hear a stutter dial-tone when you pick up the handset.

TO PLAY YOUR MESSAGES, FIRST ACCESS YOUR MAILBOX BY PRESSING *83.

1. Press **1** on the Main Menu to Play Inbox Messages.
2. To return to the Main Menu press *****.
3. To skip a message press **#**.
4. After each message has played, you must decide whether to replay it, keep it, delete it or save it as new.
 - Replay the message, press **1**.
 - Keep the message, press **2**. It will be save for **3 DAYS ONLY**.
 - Delete the message, press **3**.
 - Save the message as new, press **22**.

DISABLING THE VOICEMAIL PIN FEATURE

1. Press ***83** to login to voicemail.
2. Enter your PIN when prompted.
3. Press **4** to change your settings.
4. Press **3** to change security options.
5. Press **3** to change your skip PIN feature.
6. Press **1** to disable PIN.
7. You may now hang up.

You can now login without entering your PIN each time you check your voicemail. For security purposes this feature is only available when checking voicemail from your home or business.

**FOR FURTHER ASSISTANCE USING YOUR VOICEMAIL/CALL ANSWER SERVICE
PLEASE CONTACT SUPPORT AT: 519-229-8933, or 1-800-265-4983.**