



Voicemail System

First Time User

When you enter the Voicemail System for the first time, you will hear a welcome message and the system will prompt you to change the pre-assigned security code "9999" to your own security code. Have one ready.

Please have a message ready to record (example: "You have reached _____. I am unable to take your call at this time. Please leave your name and number after the tone".)

To enter the Voicemail System (from your own phone)

1. Call the Voicemail System 705-272-9800;
2. Press ## or press # and your telephone number 272-xxxx;
3. Enter the pre-assigned security code "9999".

Security Code Change

1. Enter a new security code. It must contain four digits;
2. Press #;
3. Re-enter the new security code to confirm and press #.

Record your greeting

Once you enter the Voicemail System and have changed your security code, the system will prompt you to record your greeting.

1. Press 1 to begin recording;
2. Press # to end recording or * to pause recording;
3. Press # to save recording or press 1 to re-record.

Quick Reference – Listening to Messages

- 5 - Listen
- 1 5 - Listen to last
- 2 - Backup
- 2 2 - Backup to beginning
- 3 - Erase
- 4 - Go forward
- 5 - Listen to next
- 7 - Save
- 8 - Time/ Date
- * - Pause/ Resume
- 1 3 - Forward
- 1 4 - Immediately call
- 1 5 - Listen to previous
- 1 7 - Reply
- 1 8 - Volume

To leave the Voicemail System, you must always dial "99" or your messages will not be erased and the Voicemail System will become busy for a period of time.

Hints and Tips

To enter the Voicemail System from your own phone:

1. Call the Voicemail System 705-272-9800;
2. Press ##;
3. Enter your security code;
4. Press 5 to listen to messages;
5. Press 4 to change greeting (if required);
6. Press # to complete greeting;
7. Dial "99" to exit Voicemail System (*see note).

To enter the Voicemail System from another phone:

1. Call the Voicemail System 705-272-9800;
2. Press #;
3. Enter your telephone number 272-xxxx
4. Enter your security code;
5. Follow same steps to listen to messages and record your greeting as above (steps 4-7).

**Note: To leave the Voicemail system, you must always dial "99" or your messages will not be erased and the Voicemail System will become busy for a period of time.*