

The first time you access your voicemail box you will be asked to set up your mailbox, and record your name and a greeting to be played by callers. When you have one or more unheard voice messages waiting, your phone will display a solid red light on the top of the phone.

FROM YOUR OWN PHONE:

- Press the Messages button or dial *98.
- Enter your voicemail password.
- If you have new messages, the messages will be identified.

After hearing any new messages, you will be presented with the Voicemail Main Menu.

FROM ANOTHER PHONE:

- From an external phone either:
 1. Dial the voicemail access number: 519-263-1234**OR**
 2. Dial your main telephone number and press *
- When prompted, enter your 10 digit number.
- When prompted, enter your voice mail password + #.
- If you have new messages, the messages will be identified.

After hearing any new messages, you will be presented with the Voicemail Main Menu.