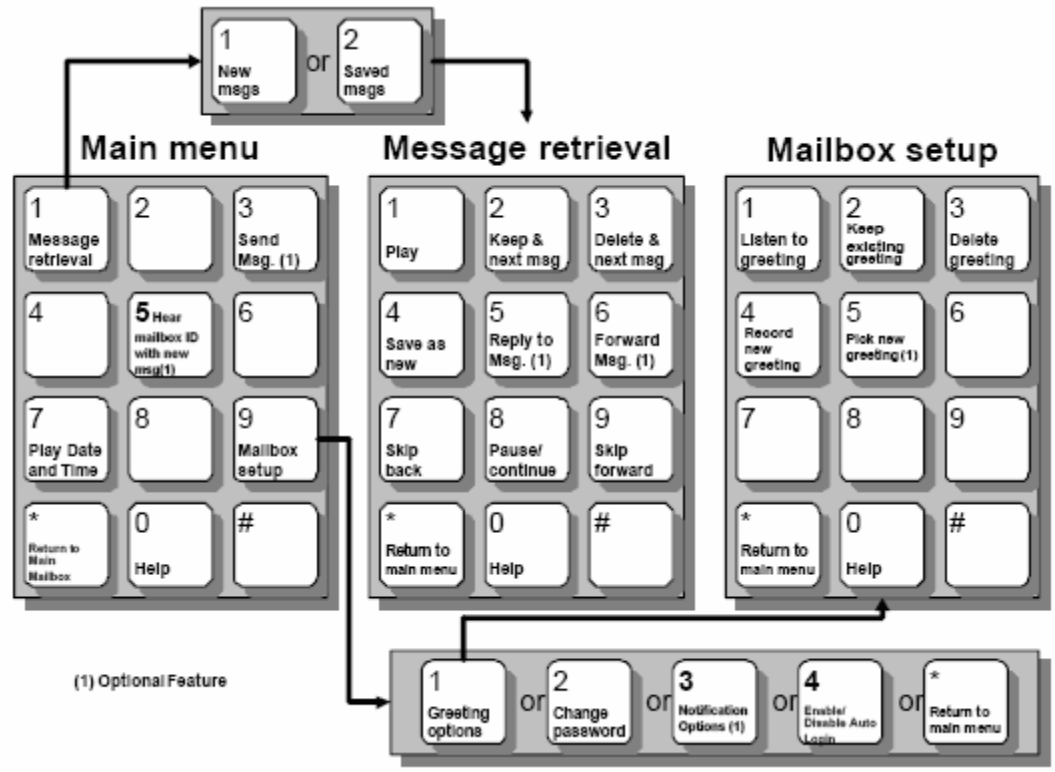

Accessing Your Mailbox

1. Dial either: **613-273-6000 (Westport)**
   613-507-6000 (Kingston)
   613-653-6000 (Inverary)

   Then Either:

   - **Press #** if calling from the phone your voice mail is assigned 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.

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. A voice prompt will guide you through those steps. **OR**

2b. **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 SET-UP 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.

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.

LISTEN TO MESSAGE:

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.

   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 remember.
3. To verify, **Enter your password, followed by the # key.**