Voicemail Access Code: 4000

External Voicemail Access Number: 613-520-4000

To Access your Voicemail:

From Inside the Office		From Outside the Office
From your Desk Dial Voicemail Access Code Enter your Passcode (default = **4000**) You are now at the Main Menu.	**From another user's phone** Dial Voicemail Access Code Press * Enter your Mailbox Number followed by * Enter your Passcode (default = **4000**) You are now at the Main Menu.	Dial your External Voicemail Access Number Press * Enter your Mailbox Number followed by * Enter your Passcode (default = **4000**) You are now at the Main Menu.

From the Main Menu press:

P to **P**lay each message.

Once the message has played you have the following choices:

P to **P**lay message again.

G to **G**ive this message to another user.
Enter mailbox Number to give message to.
Record introductory message.
Press **X** to Send and e**X**it.

K to **K**eep this message.

D to **D**iscard this message – Press * to Undelete a message.

X to e**X**it to Main Menu.

M to **M**ake a new message

Enter Mailbox Numbers(s) to make message for.

to start recording.

Record your message – press **1** to pause recording, any key to resume recording.

X to Send and e**X**it.

U to Access **U**ser Options to change the following

G to change your **G**reeting.

P to change your **P**rimary personal greeting.

E to **E**nable Conditional personal greetings.

X to e**X**it to the main menu.

N to change your **N**ame.

P to change your **P**asscode.

L to create or change your Distribution **L**ists.

X to e**X**it to the main menu.

X to Send and e**X**it.

To Transfer a Call Directly to a Voicemail Box:

Press Transfer/Conference

Dial Voicemail Access Code.

Press * followed by the Mailbox Number.

[OR - If you do NOT have a mailbox, you don't need to press *]

Press Transfer/Conference again to transfer the caller.

Hang up immediately so caller will hear entire Greeting.

*** At anytime while listening to a message you can press:

1 to pause for 30 seconds.

to move Forward 5 seconds within the message.

* to move Back 5 seconds within the message.

8 to skip to the next message.

8* to return to the top of the preceding message.

Send Menu for use just prior to sending a message you are **G**iving, or **M**aking.

R to **R**eview your message.

D to **D**iscard and re-record your message.

A to **A**ppend (**A**dd) more to your message.

M to access **M**essage Addressing Options.

C to mark **C**onfidential	→	**C** to Cancel **C**onfidential
R to request a **R**eceipt	→	**R** to Cancel **R**eceipt
U to mark message **U**rgent	→	**U** to Cancel **U**rgent
X to e**X**it Message Addressing		

X to Send and e**X**it to Main Menu.