MTS Call Answer Service

Access Voicemail

To access from a phone with Call Answer, press ***99**

Listen to introduction

Enter your password

or

To access from a phone not associated with Call Answer

Call **204-225-9999**

Press **#**

Listen to introduction

Enter your password

Unheard Messages?

Yes

Message Retrieval

To check **Unheard** messages, press **1-1**

No

Main Menu

To **Review** a message, press **1**

To **Send** a message, press **2**

To change **Personal Options**, press **4**

To **Disconnect**, press *****

Reviewing Messages

To **Rewind** a message, press **1**

To **Pause** a message, press **2**

To **Fast Forward** a message, press **3**

For **Slow Playback**, press **4**

For **Envelope Information**, press **5**

To **Speed up Playback,** press **6**

To **Return Volume** to normal, press **8**

To **Increase Volume**, press **9**

To **Skip** message, press **#**

To **Cancel** message review, press *****

After Reviewing

To **Erase** the message, press **7**

To **Reply** to the message, press **8**

To **Save** the message, press **9**

To hear **More Options**, press **0**

More Options

To **Replay** a message, press **4**

For **Envelope Information**, press **5**

To **Send a Copy** to someone else with your comments, press **6**

To **Cancel** message review, press *****

Note: these options can be invoked immediately after reviewing messages.

To Send a Message

Record message after the tone

When finished recording, press **#**

Enter the **Destination Mailbox** number, then press **#**

To **Send** message now, press **#**

To hear more **Delivery Options**, press **0**

To **Cancel** this destination, press *****

Delivery Options

To mark **Private**, press **1**

To specify **Urgent Delivery**, press **2**

To request **Confirmation**, press **3**

To request **Future Delivery**, press **4**

To **Cancel** this destination, press *****

Personal Options

To turn **Notification** on or off, press **1**

To change **Administrative Options**, press **2**

For **Greetings** or **Recorded Name**, press **3**

To establish or change **Notification Schedules**, press **4**

To create or remove **Extensions**, press **9**

To **Exit**, press *****

Notification

To turn **Outcall Notification On**, press **1**

To turn **Outcall Notification Off**, press **2**

To turn **Message Waiting Indicator On**, press **3**

To turn **Message Waiting Indicator Off**, press **4**

To **Exit**, press *****

Administrative Options

For **Password** options, press **1**

To establish or change **Group Distribution Lists**, press **2**

To change **Prompt Level**, press **3**

To control **Date and Time** option, press **4**

To turn **Autoplay** on or off, press **6**

To **Exit**, press *****

Greetings

To change **Personal Greeting**, press **1**

To record an **Extended Absence Greeting**, press **2**

To change your **Recorded Name**, press **3**

To **Exit**, press *****

Notification Schedule

To establish **First Schedule**, press **1**

To establish **Secondary Schedule**, press **2**

To establish **Temporary Schedule**, press **3**

To **Exit**, press *****

Extension Mailbox

Enter the number of the extension you wish to add or delete. Your extensions are numbered 1, 2 and 3. Then press, **#**

Follow the prompts to add/delete an extension mailbox.

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