



**community
voice mail**
reconnect • achieve • results



Message Retrieval for Clients in Lorain County

1. Call your **11-digit** number _____
2. Press * **when** the system answers.
3. Enter your **5-digit extension** number.
4. Press #
5. Enter your **password** _____
6. Listen and follow the instructions:

Press **1** to hear new messages
 3 to hear saved messages or
 4 to change your recorded greeting

While listening to messages you may use these options:

- | | | | |
|----------|--------|----------|-------------------------|
| 1 | Repeat | 6 | Save as new message |
| 2 | Save | 7 | repeat menu |
| 3 | Delete | 9 | Hear time and date sent |
| * | Exit | | |