



Dear Voice Mail Subscriber:

Canadian Valley Telephone is changing over to a new Voice Mail system starting the morning of Tuesday, May 12<sup>th</sup> 2009.

Once you are converted over to the new Voice Mail, you will need to re-setup your Voice Mail Account changing your password. You will also need to create a new Greeting unless you wish to use the default message: "The party you have called does not answer. Please leave a message after the tone."

To set up your new Voice Mail please do the following: Using the telephone line that the Voice Mail Account is active on, call: **334-4000**. You will be asked to change your password. Follow these directions by pressing in the number or numbers for your **new account password**, followed by the # key. You will be asked to reenter the password to verify it followed again by the # key.

You will be instructed that "you have no messages". You may now press 9 to enter menu to create your Greeting. Follow the voice commands for creating a greeting unless you wish to just use the default greeting message stated above. Your **Canadian Valley Telephone Directory** also lists all of the instructions to set up your Voice Mail on the **bottom of page 8** of the information pages.

The old Voice Mail system will remain in service for about another week, should you have some old messages that you want to retrieve. **Please call 334-9000 during this week to check or retrieve any old messages, using all of your original information or password.** After one week, the old system will be taken out of service and removed. Information may be lost. The number 334-9000 will also be deleted along with the old system at that time. We do appreciate your business and will strive to insure this transition goes smoothly.

Thank You!  
Canadian Valley Telephone Management