Welcome!

York's new XM Connect unified messaging system is designed to provide you with the same convenient access to your voicemail messages, whether you are at your desk or calling in over the telephone.

Before You Start

Access numbers and credentials:

- Voicemail internal number: 55111
- Voicemail external number: 416-736-5111
- Your subscriber mailbox number: your 5-digit extension

Getting Started...

If you want to... Then enter...

- Listen to new messages 1
- Record and send a message 2
- Locate messages 3
- User options 4

Changing Your Mailbox Options

If you want to... Then enter...

- Change name 4 1 5
- Change password 4 1 4
- Change standard greeting 4 4 or 4 1 3
- Change out-of-office greeting* 4 6 or 4 1 3
- Create or update a personal distribution list 4 2 3
- Set Immediate Message Notification* 4 1 1

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

Restrict message forward
Mark the message urgent
Request a return receipt
Request future delivery
Leave a number where you can be reached

After Recording & Addressing Message

If you want to... Then enter...

- Restrict message forward 1
- Mark the message urgent 2
- Request a return receipt 3
- Request future delivery 4
- Leave a number where you can be reached 8

After Listening to Message

If you want to... Then enter...

- Review message 4
- To hear envelop information 5
- Forward message to another subscriber Delete the message 7
- Reply 8
- Transfer to a sender 8 4
- Save the message 9

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