

### **How to Retrieve a Missed Message**

Parents can easily retrieve or replay a message that was cut off from an answering machine, answered by a toddler, or received on a cellular phone that dropped the call mid-message:

- Call toll-free (877) 698-3261 or (866) 321-4255 from any touch-tone phone.
- At the greeting, press 1, and then enter the phone number that One Call Now dialed. This is the phone number that you have given to the school to reach you.

Your school can also request a touch-tone response during a message. For example, you may hear a message such as “This is Principal Smith from ABC School with a reminder of the School Play this Saturday at 7 p.m. Please press 1 if you plan to bring a dessert; press 2 if you plan to bring a beverage.”

**Please note that if this message is left on voicemail or an answering machine, you will need to call back into the toll-free number to respond to it.** Simply dial (877) 698-3261 or (866) 321-4255 from any touch-tone phone, press 1, enter your phone number, listen to the message, and then respond by pressing 1 or 2.

**To add or change your phone numbers for the One Call Now contact list, please notify your school office.**

To learn more: visit the website at [www.onecallnow.com](http://www.onecallnow.com)