

## How to Access Your Voicemail

All Options that are checked apply to your specific system

### Option 1

To check your voicemail from outside the office :

1. Dial phone number \_\_\_\_\_
2. Wait for the IVR/Automated Attendant to answer.
3. Dial \_\_\_\_\_
4. Enter your Extension number
5. Enter your Password

### Option 2

To check your voicemail from outside the office :

1. Call your DID or have the receptionist transfer you to your extension.
2. When your voicemail greeting answers press \*
3. Enter your Password

### Option 3

To Check Voicemail from your phone:

1. Press the Voicemail/Message button or dial \*97 from your phone
2. Enter Your Password

### Option 4

To Check your Voicemail from a different phone in the office :

1. Dial \*98 from any phone
2. Enter your Extension Number
3. Enter your Password

### Option 5

To Check your Visual Voicemail on Phones with Visual Voicemail :

1. Press the Voicemail Button
2. Enter your password if it asks for your password
3. Use the up/down button to scroll to which voicemail you want to listen to and press the select button. You now have the option of deleting, saving or forwarding the message. Please follow the onscreen buttons for all features of the Visual Voicemail.

Dial \*97

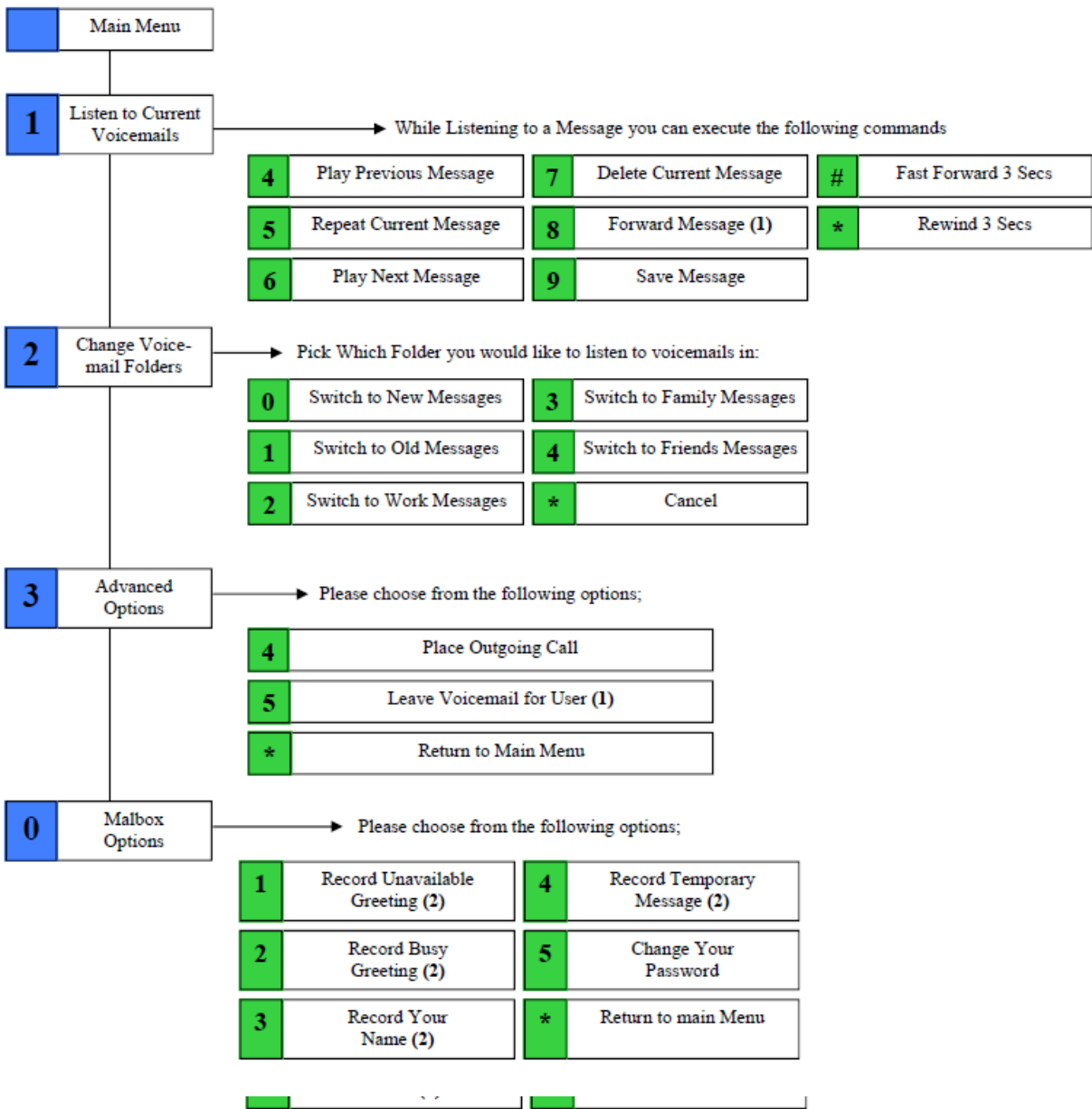
Follow the prompts to set up your voicemail box. You will be asked to make three recordings:

1. Your name
2. Your *Out of Office* message
3. Your *I'm on Another Line* message

If you are sharing a phone with another person who has their own extension, dialing \*97 won't work.

Please follow these steps:

1. Press the Menu button
2. Select *Features* by pressing the checkmark button
3. Select *Messages* by pressing the checkmark button
4. Select *Message Center* by pressing the checkmark button
5. Press the button underneath "Connct"
6. Follow the steps listed above



**(1) While Forwarding A Message or Leaving A Message For A User You Can Choose The Following:**

<b>1</b> Enter The Extension Direct	<b>1</b> Prepend Your Message before Sending
<b>2</b> Lookup Name by Directory	

**(2) While Recording Your Greeting You Can Choose The Following Commands:**

<b>1</b> Accept Your Recording	<b>2</b> Review Your Recording	<b>2</b> Re-Record Your Recording
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