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How to Access Your Voicemail

All Options that are checked apply to your specific system

- ☐ **Option 1** To Check Voicemail from your phone:
1. Press the Voicemail/Message button or dial 55 from your phone
 2. Enter Your Password

- ☐ **Option 2** 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 3** 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 on-screen buttons for all features of the Visual Voicemail.

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1

Listen to Current Voicemails

While listening to a message you can execute the following commands

3 Advanced Options	6 Play Next Message	9 Save Message
4 Play Previous Message	7 Delete Current Message	# Fast Forward 3 Seconds
5 Repeat Current Message	8 Forward Message (1)	* Rewind 3 Seconds

2

Change Voicemail Folders

Pick the folder that contains the voicemails you would like to listen to.

0 Switch to New Messages	3 Switch to Family Messages
1 Switch to Old Messages	4 Switch to Friends Messages
2 Switch to Work Messages	# Cancel

3

Advanced Options

Please choose from the following options

5 Leave Voicemail for User (1)
* Return to Main Menu

4

Mailbox Options

Please choose from the following options

1 Record Unavailable Greetings (2)	4 Record Temporary Greetings (2)
2 Record Busy Greeting (2)	5 Change Your Password
3 Record Your Name (2)	* Return to Main Menu

(1) While Forwarding a Message or Leaving a Message for a User You Can Choose the Following Options

1 Enter The Extension Direct	1 Prepend Your Message Before Sending
2 Lookup Name by Directory	2 Send Message Without Prepending

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

1 Accept Your Recording	2 Review Your Recording	3 Re-Record Your Recording
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