



Business Voice *Voicemail*

Accessing Voicemail from your own phone

1. Press the voicemail button or dial 5001
2. Enter your password

Accessing Voicemail from another phone

1. Dial your number (including area code)
2. When you hear the voicemail greeting, press *
3. Enter your password

Additional Options

1 - New Messages - Listen

- 2 - Repeat message
- 3 - Forward message
- 4 - Delete message
- 5 - Next message

2 - Saved Messages

- 2 - Repeat message
- 3 - Forward message
- 4 - Delete message
- 5 - Next message

3 - Send Message

- 1 - Send
- 2 - Broadcast
- 3 - Group

4 - Call Forwarding

- 1 - DND
- 2 - Set destination
- 3 - Set forwarding On or Off
- 4 - Forward to number you are calling from

5 - Options

- 1 - Change password
- 2 - Record name

6 - Change Greetings

- 1 - Record Greetings
- 2 - Review Greetings
- 3 - Select Greetings

7 - Recover Deleted Voicemail