

To Remotely Retrieve Your Voicemail Messages

During the main greeting,

- Press *
- Then press your extension number
- If it asks for a password, the password is the same as your extension number

The phone system will announce the number of new and old messages and play the oldest new message. The additional key functions listed below may be used from a remote location:

- 2 Hear time/date: Pauses the message, plays the time/date of the message and then resumes playback.
- 5 Access user programming: Lets you change your personal greeting or password.
- 8 Main greeting: Returns you to the main greeting.
- 0 (zero) Operator: Transfers you to the switchboard receptionist.
- # Leave a message in another mailbox: When prompted, enter the user's extension number.
- * To disconnect: use before hanging up (if pressed during playback of a message, the message will be saved).