

How do I check voicemail?

For the phone you are using:

1. Press the messages button or dial 3000.
2. Enter your password initial is 12345.
3. Follow the directions to set up your voice mailbox.

To check voicemail from another VIOP phone:

1. Press the messages button or dial 3000.
2. When prompted to enter your password, press * (star). You will be prompted to enter your Id.
3. Enter the extension number of the phone you wish to check messages for, press # (pound).
4. Enter the password for the phone you wish to check messages for, press # (pound).
5. Follow the directions to listen to voice mail.

To check the voicemail from off campus:

1. Call your phone number.
2. When the voicemail answers press *(star).
3. You will be prompted to enter your ID. Enter your 4 digit extension and press # (pound).
4. You will be prompted to enter your password. Enter your password and press # (pound).
5. You will be prompted "To leave a message for...press 1". Wait for the next option.
6. You will be prompted "To access your mailbox press 2". Press 2.

As you listen there are some other commands you may find useful:

- Press 1 to replay message.
- Press 2 to save the message.
- Press 3 to delete the message.
- Press 4 to slow the message down.

Press 6 to speed the messages up.

Press 7 to rewind the message.

Press 8 to pause the message.

Press 9 to fast forward the message.