

# **Voicemail User Guide**

### To check Voicemail from Outside the Office Using the Automated Attendant:

4.	Enter your extension number.
3.	Dial the voicemail access code (provided by your system administrator),
2.	Wait for the IVR / Automated Attendant to answer.
1.	Dial your office phone number

## To check Voicemail from Outside the Office by Dialing your DID Number or Transfer:

- 1. Dial your DID number or have the receptionist transfer you to your extension.
- 2. When your voicemail greeting answers, press \*.
- 3. Enter your voicemail password.

5. Enter your voicemail password.

#### To check Voicemail from your ICONnect VP Desk Phone:

- 1. Press the Voicemail / Message button on your phone, or dial \*97.
- 2. Enter your voicemail password.

### To check Voicemail from a different phone in the office:

- 1. Dial \*98.
- 2. Enter your extension number.
- 3. Enter your voicemail password.

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