

Voicemail User Guide

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

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

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.

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.

