Voicemail

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Accessing Voicemail

When you have one or more unheard voice messages waiting, your phone will display a flashing light.

To listen to your messages log in, either by dialing the voicemail access code ***318**, or press the Messages or Voicemail key if your phone has one.

The first time you access your voicemail box you will be asked to set up your mailbox, and record your name and a greeting to be played by callers.

Using the Voicemail System

The voicemail system is menu driven, so listen to the voice prompts and then press the keys on your phone to select which option you would like.

Once you become familiar with the system there is no need to wait until the voice prompts have played before pressing a key – you can interrupt the announcements to speed up your experience.

For your convenience, the most commonly used mailbox commands are as follows.

Mailbox Commands

To listen to your voice messages from the main menu:	**Press 1**
To listen to your other messages from the main menu:	**Press 1 1**
To save a message once you've listened to it:	**Press 2**
To mark a saved message as new	**Press 2 2**
To delete a message once you've listened to it:	**Press 3**
To change your mailbox settings from the main menu:	**Press 4**
To cancel the current operation:	**Press** *
To go back to the previous menu:	**Press** *
To finish entering digits, or recording an announcement:	**Press #**