

CHECKING VOICEMAIL



This quick guide will walk you through ways to check your voicemail so you never miss an important message.

Checking Messages from your Home Phone

1. Pick up the phone and dial **100**.
2. **Enter your PIN** number.

Default PIN: 1379

Note: Please change your PIN when you first access your voicemail.

Menu Options

- 1 - Listen to new messages
- 2 - Listen to old messages
- 3 - Access personal options (including greeting recording)

Checking Messages from an Outside Phone Line

1. **Call your home number** from an outside line like a mobile or office phone.
2. **Press #** once the voicemail greeting starts.
3. Follow the prompts to **enter extension 100** and your PIN number.

Checking Messages from your Email

To set up voicemail to email as an option, call our Cloud Support team at **(888) 343-8015 option 3** and provide your email address.

1. Ensure your computer's speakers or headphones are connected and the volume is adjusted.
2. Voicemail messages will arrive in your inbox as an audio file attachment.
3. Open the audio file attachment to play the voicemail.

Changing Voicemail Greeting or PIN

1. Call your phone number and press **#** when the voicemail greeting starts.
2. Enter the voicemail PIN followed by **#**.
3. Press **3** for Personal Options.
 - › Press **1** to record your voicemail greeting.
 - › Press **2** to change your PIN.