
Logging into a Phone

Press the Voice Mail button on the phone.

It will then ask for password hit #

Enter your extension number. (xxx-xxxx)

Then enter your voicemail password.

Once you are logged into your voicemail box press options 7, 3, 1

Logging out of a Phone

Press the Voice Mail button on the phone.

Then enter your voicemail password.

Once you are logged into your voicemail box press options 7, 3, 2