

# Voicemail

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# Checking Desk Phone Voicemail Messages

You must have first setup your desk phone voicemail message bank. Please refer to [\*\*Setting up voicemail on your desk phone.\*\*](#)

To check your voicemail messages on your desk phone you can follow the below instructions.

## Step-by-step guide

1. Dial 799 to access your voicemail message bank.
2. Enter the security code that you set when setting up your voicemail.
3. Press the New button to hear your voicemails



4. Press the corresponding button for the command you wish to perform.



# Editing Voicemail Settings

Once you have setup your voicemail on your desk phone you can edit it at any time by following the below steps.

## Step-by-step guide

1. Dial 799
2. Enter your security code and wait approx. 10 seconds
3. You'll hear the statement to 'Remember Yes for 1 and 2 for No'
4. Press 7 for setup options
5. Press 4 for greetings options (change message people hear when going to your Voicemail) or 7 for personal options (security pin, name).

## Related articles

# Setting up voicemail on your desk phone

The below instructions will assist you with setting up the voicemail on your desk phone for the first time.

## Step-by-step guide

1. Dial 799
2. Enter your security code (0000 for first time until you set your own)
3. Follow the prompts, you will be asked the following:
  - First name and last name
  - Whether you want to enter your name in the directory
  - Enter your Voicemail greeting
  - Enter your new security code
  - At the end you will be asked to enter 2 if you would like to restart the process if you need to change anything.