Check Voicemail

Last Modified on 01/24/2018 4:52 pm EST

1. Press the Message button.

2. Press **2** (for VMS:2).

3. Enter your 4-digit voicemail password (the default password is "1234"). If you are a new user, be sure to change the default password .

4. From the Main Menu , press **1** to listen to your voice messages.

5. Follow the prompts to listen to your new and saved voice messages. After you listen to a message:

   - Press **1** to delete it.

   - Press **2** to replay it.

   - Press **3** to listen to the previous message.

   - Press **4** to listen to the next message.

   - Press **#** to return to the Main Menu.