

# How to check Voicemail remotely when not forwarding to email

1. Dial into the main company number.
2. When greeted by the receptionist, get transferred to extension 999. Sometimes dialing 7 will connect you to this extension as well.
3. An automated receptionist will greet you. You will be prompted to enter the extension and personal identification number (PIN) of the extension you wish to listen to voicemails for.

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