

How to check your voicemail remotely

If you are outside of the office and want to check your voicemail, you may do so by calling into your office and when:

- A) someone answers the phone, have them transfer you to your extension as if you were going to leave yourself a message. Then, when you hear your greeting, press "#."
- B) the auto-attendant answers, press "#" and follow the prompts.

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