Checking Voicemail from another IP Phone

If you need to access your work voicemail internally from somewhere else on campus...

1. **Dial** -6500- or the button labeled -**voicemail**-.

2. **Press** -✱- when you first hear talking.

3. **Enter** your personal extension number immediately followed by pressing -✱- again.

4. **Enter** your passcode.

5. **Choose** the appropriate action.
    i.   **Press** –P– to play messages.
    ii. **Press** –G– to give a message to another person.
    iii. **Press** –A– to answer the message.
    iv. **Press** –K– to keep the message.
    v.   **Press** –D– to discard the message.
    vi. **Press** –M– to make a new message.