



Voice Mail

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Check your analog phone for new voice messages

You can access your voice messages directly from your phone. But your administrator must set up your voicemail account and set up your phone to access the voicemail system.

Procedure

Pick up the handset and listen for the dial tone.
If you hear a stutter tone, you have new voice messages.

Check Your Voicemail

Before you begin

You can access your voice messages directly from your phone. But your administrator must set up your voicemail account, and set up your phone to access the voicemail system. Each system is slightly different, but your administrator typically provides a phone number used to access your voice messages, and your sign-in information.

Procedure

- Step 1** Dial your voicemail phone number.
 - Step 2** Follow the prompts.
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