



Voicemail

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Voicemail Overview

Voice messages are stored on your voicemail system. Your company determines the voicemail system your phone uses.

For information about the commands that your voicemail service supports, see the voicemail service user documentation.

Personalize Voicemail

Procedure

- Step 1** Press the **Feature** button.
 - Step 2** Use the **Navigation pad** to scroll and select **Voice Mail**.
 - Step 3** Press the **Feature** button.
 - Step 4** Follow the voice prompts.
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Check for Voice Messages

Procedure

- Step 1** Look for the following visual indications:

- A solid red light on the phone. Set up the visual message waiting lamp using the Self Care Portal.
- Message icon on a line.

Step 2 Listen for the stutter tone (if available) from your handset or speakerphone when you place a call. The stutter tone is line-specific and you hear it only when using the line that has new voice messages. You can set up audible message waiting tones using the Self Care Portal.

Listen to Voice Messages

Procedure

- Step 1** Press the **Feature** button.
- Step 2** Use the **Navigation pad** to scroll and select **Voice Mail**.
- Step 3** Press the **Feature** button.
- Step 4** Follow the voice prompts.
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