



Voicemail Quick Guide

Follow these steps to access and manage your voicemail.

Step 1: Access Your Voicemail

1. Dial *123 from your phone.
 2. When prompted, enter your password.
 - Your default password is the last 4 digits of your phone number.
 3. You will now be in the Main Menu.
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Main Menu Options

Press 0 – Phone Options

- 1 – Record your Unavailable Greeting (when you can't answer the phone)
 - 2 – Record your Busy Greeting (when you are already on a call)
 - 3 – Record Your Name
 - 4 – Record a Temporary Greeting (for vacations or short absences)
 - 5 – Change Your Password
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Press 2 – Change Message Folder

This allows you to organize your messages.

- 0 – New Messages
- 1 – Old Messages

- **2 – Work Folder**
 - **3 – Family Folder**
 - **4 – Friends Folder**
 - **# – Cancel / Go Back**
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Press 3 – Advanced Options

- **5 – Leave a Message**
 - *** – Return to the Main Menu**
 - **# – Exit Voicemail**
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 **Tip: You can return to the Main Menu anytime by pressing *.**