Accessing Voicemail from your Desktop Phone

- Dial 5001 to access voicemail.
- Enter password or dial direct number.
- Once you hear the voicemail greeting press * and then enter your password.

Options

1 - New Messages - Listen
      2 - Repeat message
      3 - Forward message
      4 - Delete message
      5 - Next message

2 - Saved Messages
      2 - Repeat message
      3 - Forward message
      4 - Delete message
      5 - Next message

3 - Send Message
      1 - Send
      2 - Broadcast
      3 - Group

4 - Call Forwarding
      1 - DND
      2 - Set destination
      3 - Set forwarding On or Off
      4 - Forward to number you are calling from

5 - Options
      1 - Change password
      2 - Record name

6 - Change Greetings
      1 - Record Greetings
      2 - Review Greetings
      3 - Select Greetings

7 - Recover Deleted Voicemail

Questions? Call Business Support at 800-900-5474 or email business.support@touchtone.net.