



VOICE MAIL GUIDE

Voicemail can be a big part of how we communicate, and it's getting more customizable every day. Here's a few quick instructions on how to access your voicemail from either your phone or remotely and how to personalize your voicemail greeting.

Access Your Voicemail

1. **Dial *86** from the phone that is connected to your account.
2. **Enter your 4-digit PIN**, followed by #.
 - Your **default PIN is 1234**.
3. **Press 1**.

Actions Include:

Skip Message Marks the voicemail as unread	Press 1
Save Message Marks the voicemail as read	Press 2
Delete Message	Press 3
Repeat Message	Press 9
Exit Menu	Press 0

Remote Access to Voicemail

1. **Dial your 10-digit phone number** from a phone not connected to your account.
2. When you hear your voicemail greeting, **press #**.
3. **Enter your 4-digit PIN**, followed by #.

Remote Access to Voicemail

1. **Dial *86** from the phone that is connected to your account.
2. **Enter your 4-digit PIN**, followed by #.
 - Your **default PIN is 1234**.
3. **Press 8**.

Actions Include:

Change your PIN	Press 1
Personalize your greeting	Press 2
Record your personal name	Press 3
Set up Call Forwarding	Press 5
Set up a Call Screening Forwarding Number	Press 6
Repeat personal options	Press 9
Exit Menu	Press 0

GET IN TOUCH