Check Voice Mail

1) Press VM:**
2) Press the button under Lstn on the screen
3) The options while listening to the messages
    a. Next to skip message
    b. Rply to repeat message (After the message is done playing)
    c. Del to erase message
        i. These option appear on the screen. Hit the button below the words to use features.

To Remotely Check Messages

1) Call into main Number
2) When voice mail greeting comes on press # and your Ext. No.
3) Enter access code (only If you set up your access code. Directions are further down this instruction booklet.

To Remotely Check Messages If Someone Answers Phone

1) Call into main Number
2) If someone answers the phone have them press Transfer 3898
3) When voice mail greeting comes on press # and your Ext. No.
4) Enter access code