

RETRIEVING VOICEMAIL REMOTELY

IT Tips & Tricks

1. Dial 517-789-1294 or from Enhanced Jabber just dial extension 2294
2. When the automated voice comes on, immediately press *.
3. Dial the extension you want to check voicemail on.
4. When the extension answers, immediately press *.
5. Enter your ID followed by # (ID = the extension number)
6. Enter your PIN followed by # (PIN = the PIN you created or has been assigned for you)
7. Once in the mailbox, navigate the same as you would if you were at your desk phone.