

## Listening to voicemail at W&J

Listening to voicemail on a Cisco IP 79XX series telephone:

*Listening to voicemail from office telephone:*

1. Press the **Messages** button on the phone.



2. An automated attendant will ask for the pin.
3. Enter the unique voicemail password followed by #
4. Follow the automated prompts to repeat (1), save (2), and delete (3) messages.
5. Hang up to disconnect from voicemail.

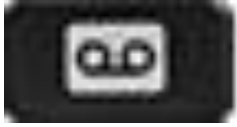
*Listening to voicemail from any W&J campus telephone:*

1. Activate telephone line, dial **4499** and press \* after the auto attendant answers.
2. The auto attendant will ask for the ID
3. Dial your 4 digit telephone extension followed by the #
4. The auto attendant will ask for the pin.
5. Enter the unique voicemail password followed by the #
6. Follow the automated voice prompts to repeat (1), save (2), and delete (3) messages
7. Hang up to disconnect from voicemail.

Listening to voicemail on a Cisco IP and 78XX series telephone:

*Listening to voicemail from office telephone:*

1. Press the **Messages** button on the phone.



2. An automated attendant will ask for the pin.
3. Enter the unique voicemail password followed by #
4. Follow the automated prompts to repeat (1), save (2), and delete (3) messages.
5. Hang up to disconnect from voicemail.

*Listening to voicemail from any W&J campus telephone:*

1. Activate telephone line, dial **4499** and press \* after the auto attendant answers.
2. The auto attendant will ask for the ID
3. Dial your 4 digit telephone extension followed by the #
4. The auto attendant will ask for the pin.
5. Enter the unique voicemail password followed by the #
6. Follow the automated voice prompts to repeat (1), save (2), and delete (3) messages
7. Hang up to disconnect from voicemail.

Listening to voicemail on a Cisco IP and 69XX series telephone:

*Listening to voicemail from office telephone:*

1. Press the **Messages** button on the phone.



2. An automated attendant will ask for the pin.
3. Enter the unique voicemail password followed by #
4. Follow the automated prompts to repeat (1), save (2), and delete (3) messages.
5. Hang up to disconnect from voicemail.

*Listening to voicemail from any W&J campus telephone:*

1. Activate telephone line, dial **4499** and press \* after the auto attendant answers.
2. The auto attendant will ask for the ID
3. Dial your 4 digit telephone extension followed by the #
4. The auto attendant will ask for the pin.
5. Enter the unique voicemail password followed by the #
6. Follow the automated voice prompts to repeat (1), save (2), and delete (3) messages
7. Hang up to disconnect from voicemail.

*Information*

A steady red light on your handset indicates you have a voicemail message waiting.

ID = extension ####, pin = voicemail password