

Accessing Voice Messages

To access voice messages, press the Messages button .



Note Your company determines the voice-message service that your phone system uses. For the most accurate and detailed information about your service, refer to the documentation that came with it.

If you want to...

Then...

Set up and personalize your voice message service

Press and follow the voice instructions.

If a menu appears on your screen, choose an appropriate menu item.

Check for your new voice messages

Look for:

- A steady red light on your handset. (This indicator can vary. See [Customizing Rings and Message Indicators, page 54.](#))
- A flashing message waiting icon and text message on your phone screen.

Note The red light and message waiting icon display only when you have a message on your primary line, even if you receive voice messages on other lines.

Listen for:

- A stutter tone from your handset, headset, or speakerphone when you place a call.

Note The stutter tone is line-specific. You hear it only when using the line with the waiting message.

Listen to your voice messages or access the voice- messages menu

Press .

Depending on your voice-message service, doing so auto-dials the message service or provides a menu on your screen.

If you are connecting to a voice-message service, the line that has a voice message is selected by default. If more than one line has a voice message, the first available line is selected.

To connect each time to the voice-message service on the primary line,