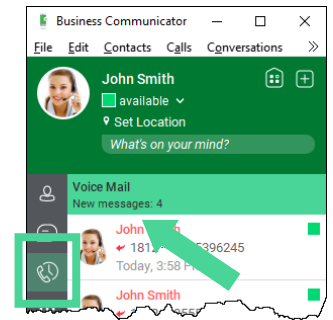


10 Voicemail

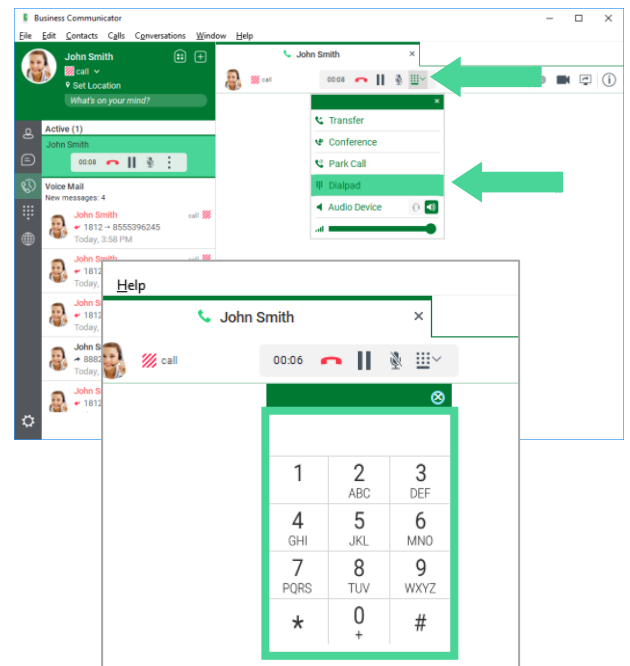
Within Business Communicator, review the number of new messages in your mailbox, and dial in to voicemail to retrieve messages and manage voicemail features.

10.1 Accessing Voicemail

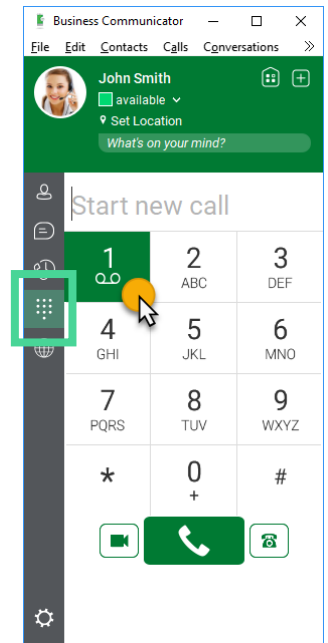
- 1) Click the **Call History** icon on the left rail of the Communicator window.
- 2) The number of new messages is indicated below **Voice Mail**.
- 3) To dial in to voicemail, click the **Voice Mail hyperlink** which opens an active call window.



- 4) When the voicemail system answers, use the numbers or dialpad on your computer to enter your **passcode+#**.
- 5) Or, click the **More** icon at the top of the active call window to expose a menu.
- 6) Click dialpad to enter your **passcode+#**.
- 7) Follow the voice prompts to play, delete, or forward voicemail messages or to manage voicemail settings.



- 8) Another option for dialing into voicemail.
- 9) Click the **Dialpad** icon on the left rail of the Communicator.
- 10) Click and hold down the **1 key** on your Communicator dial pad.



- 11) When prompted, enter the **passcode+#** using the numbers or dialpad on your computer.
- 12) Or, click the **More** icon, and select **Dialpad** from the drop down menu.
- 13) On the dialpad, enter your **passcode+#**.
- 14) Follow prompts to play, delete, or forward your voicemail messages or to manage voicemail settings.

