

Checking Desk Phone Voicemail From Outside (Tuscaloosa Facilities and Offices)

Prepared by Charles A. Dufour, ADMH IT Services

To check the voicemail on your office phone (from outside your Facility or Office):

1. Dial your office number (as if you were trying to call yourself).
2. When the voicemail greeting comes on, press the * key
3. The Voicemail system will prompt you with something like “Enter your ID followed by the Pound Sign.”
 - a. So, in response to that, hit your **4 Digit** phone **extension** followed by #
 - b. You will then be asked to enter your PIN. Just enter the SAME pin code you would enter at your desk.
4. If you don’t have current messages, it will probably say something like “To send a message...”
 - a. If you have incoming messages, it will tell you how many you have.
5. From this point, you can work with your voicemail box the same way you would at your desk.