Checking Work Group Voicemail - Handset

From IP230 / IP420

1. Press **Voicemail**
2. Press **#**
3. Enter extension of work group
4. Enter work group voicemail password followed by **#**
5. Press **1** to listen to new messages
6. After message has played, choose one:
   a. Press **2** to save the message
   b. Press **3** to delete the message
   c. Press **#** to move to the next message
7. Once all new messages have been heard, **hang up**

From IP480 / IP485
1. Press **Voicemail**
2. Press **Call VM**
3. Press **#**
4. Enter extension of work group
5. Enter work group voicemail password followed by **#**
6. Press **1** to listen to new messages
7. After message has played, choose one:
   a. Press **2** to save the message
   b. Press **3** to delete the message
   c. Press **#** to move to the next message
8. Once all new messages have been heard, **hang up**

**Powering
your business
communications**