

## How to Access your Voicemail

### To access Voicemail

1. Pick up your Home Phone and dial \*40.
2. You will be prompted to enter your password. The default password is 123456.

### To access Voicemail remotely

1. Call your Home Phone line and when the Voicemail answers, press \*.
2. Enter your password. You will now have full access to your Voicemail.

### To set your Voicemail Greeting

1. After accessing your voicemail, press 0.
2. Press 1 to record your unavailable message (nobody available to answer the phone).  
Alternatively, press 2 to record your busy message.
3. Follow the system prompts to save your greeting.

### To change your Voicemail password

1. After accessing your voicemail, press 0.
2. Press 5 to change your password. Follow the system prompts. You will need to enter your new password twice for ensure accuracy.

### Checking Voicemail messages

1. If you have a message waiting, you will hear a stutter tone when you pick up your phone. If your phone is appropriately equipped, the message waiting indicator will light up.
2. After accessing your voicemail, press 1.
3. Any new messages will play. During playback, the following options are available:
  - Press # to fast-forward message by 3 seconds.
  - Press \* to rewind message by 3 seconds.
  - Press 0 to pause message.
  - Press 0 again to un-pause message.
  - Press 4 to go to previous message.
  - Press 5 to repeat current message.
  - Press 6 to go to next message.
  - Press 7 to delete current message.
  - Press 9 to save the current message

**To change the number of rings before Voicemail picks up**

1. Pick up your Home Phone and dial \*94 followed by the number of rings you would like before your voicemail answers, from 0-9.
2. After a second or 2 you will hear "Thank-You. You entered <number> Good Bye"
3. You can now hang up.