

## How To Access Your Voicemails


**Your phone may indicate new voicemail messages by the following:**

- A message in the status bar, as shown below. The message indicates the number of new messages you have. The count is a total of all messages on all lines on the phone.


3:18 PM 1 new message

- A flashing Message Waiting Indicator, located at the top-right of your phone.
- An audible alert (if your phone is on-hook).

**To listen to your Hunt Groups Voicemail messages:**

1. Press  , and then you will need to dial '\*' followed by the extension of the Hunt Group (Ask Cactus for this if not known) and then press '#'
2. The automated voice will prompt you to enter your passcode (Ask Cactus for this if not known) followed by '#'
3. Listen to the options and select accordingly.

**To listen to your User Voicemail messages:**

1. Press  , and then the automated voice will prompt you to enter your passcode (Ask Cactus for this if not known) and then press '#'.  
2. Listen to the options and select accordingly.

