Managing Voicemail

You can manage your voicemail using any Desk Phone, make or model, configured on your extension, by dialing **"9999"** (3CX Phone System default). A voice menu system will ask you to enter your Personal Identification Number (**This will initially be your extension until you change it**) followed by **"#"**. The initial options you are presented with, are the following:

- Dial * to play your messages.
- Dial **"9"** to go to options.
- Dial pound **"#"** to exit.

When you dial "9" for options, the following options will be announced by the voicemail system. Dial the respective numbers to change and update these features:

- Dialing **"1"** allows you to change your profile status.
- Dialing **"3"** allows you to dial a number.
- Dialing **"4"** allows you to delete all read messages.
- Dialing **"5"** allows you change your self-identification message.
- Dialing **"6"** allows you to play mailbox information.
- Dialing **"7"** allows you change your voicemail PIN number.
- Dialing **"8"** allows you to change your greeting message.
- Dialing **"9"** allows you to restart the voice menu prompts.