Hosted PBX by Golden West

Accessing Voicemail

To access voicemail

1. Press the **Messages** button on your phone to access your voicemail box, or dial *5001 if you cannot identify the voicemail button.

2. If you subscribe to multiple mailboxes, a list of mailboxes may appear. Select the mail box you want to access.

3. When prompted, enter your voicemail pin, and then press **#**.

To access another person's mailbox

1. Dial *5000.

2. When prompted, enter the other person's extension number.

3. Enter the voicemail PIN of the other person's mailbox, followed by **#**.

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