






Check Voice Mail from Another Extension






Change Extension Assignment

If the proper permission has been granted, it is possible to assign your extension to a different phone other than your home phone. Before the extension can be assigned, you must access your voice mail. This process needs to be completed using the phone, not Call Communicator. When your extension is assigned to a different phone, the extension of the Target phone is no longer available.





CHECK VOICE MAIL FROM ANOTHER EXTENSION

-  Log into your **Voice Mail** at the **Target Phone** by pressing the pound (#) sign twice.
 - * Press the pound (#) sign slowly.
 - * **DO NOT** press the pound (#) sign twice quickly or the process will not work.
 - * You need to press the pound (#) sign, wait a second, and then press it again.
-  You will be prompted to enter your phone extension.
-  You will then be prompted to enter your **Voice Mail** password followed by the pound (#) sign.
-  A message will play regarding the status of your **Voice Mail** messages.
-  Your voice mail messages will play.

CHANGE EXTENSION ASSIGNMENT

-  Log into your **Voice Mail** at the **Target** phone using the instructions above. This is any extension except your own.
-  At the **Main Menu Prompt**, press **seven (7)**.
-  Press **three (3)** to re-assign the extension.
-  Press **one (1)** to assign the extension.
-  Your extension information will appear on the **Target** phone.

UN-ASSIGN AN EXTENSION

-  Log into your **Voice Mail** at the **Target** phone using the instructions above. This is any extension except your own.
-  At the **Main Menu Prompt**, press **seven (7)**.
-  Press **three (3)** to re-assign the extension.
-  Press **two (2)** to un-assign the extension.