



## Listen to your Voicemails

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# Listen to your Voicemails

One of the most useful features of your account is **Voicemail**. After you set it your messages will be available for you to listen to, download, or delete.

This option, different than others available on Switchboard, is **individual** for each number.

How to listen to your voicemails:

1. Login to your account.
2. Go to the **Switchboard**.
3. Select the number that you would like to listen to the voicemails of or download.
4. Select **Voicemail**.
5. Choose to **download**, **delete** or **play** each message.



- **Accessing your Voicemail box:** You can access your own inbox by dialing \*55.
- **Voicemail Star Access:** Dial your own number from any phone and wait for it to go to voicemail then press \*55 and you will be prompted for your PIN code (this must already be setup) followed by # to access your mailbox messages as normal. You can also set up calling numbers as trusted callers to avoid having to enter a PIN number.