



## 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.

<div><div>Profile</div><div>Inbound</div><div>Outbound</div><div>Advanced</div><div>Preferences</div><div>Media</div><div>Voicemail</div></div>			
DATE	FROM	NUMBER	ACTIONS
Tue, 27 September 2016 at 7:39 AM	an unknown caller		↓ 🗑️ ▶️
Tue, 7 February 2017 at 2:55 PM	an unknown caller		↓ 🗑️ ▶️
Fri, 8 December 2017 at 12:19 PM	an unknown caller		↓ 🗑️ ▶️
Thu, 19 July 2018 at 1:42 PM	an unknown caller		↓ 🗑️ ▶️
Mon, 27 August 2018 at 4:16 PM	an unknown caller		↓ 🗑️ ▶️

- **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.

