

## Here are your instructions....

1. Press \*81 On Your Phone
2. Enter Your Password Followed By the Pound (aka hashtag) Sign (#)
  - Your Password is the FIRST FIVE LETTERS/NUMBERS OF THE PASSWORD YOU USE TO LOG INTO WILDIX. You will substitute the asterisk (\*) for any characters.
  - ❖ **Example:** If My Password is **Longlewis123!**  
My Voicemail Password will be 56645  
The letter 'L' is on the number 5 key on my phone.
3. Once you have accessed your voicemail, you will then follow the prompts. IT IS EXTREMELY EASY!!
  - Press 0 for Mailbox Options
  - **Press 1 to Record Your "Unavailable" Message**
    - ❖ Record Your Message and Hit #
    - ❖ Press 1 to Save the Message
    - ❖ Press 2 to Listen to the Message
    - ❖ Press 3 to Delete and Re-record
  - **Press 2 to Record Your "Busy" Message**
    - ❖ Record Your Message and Hit #
    - ❖ Press 1 to Save the Message
    - ❖ Press 2 to Listen to the Message
    - ❖ Press 3 to Delete and Re-record
  - **Press 3 to Record Your Name**
    - ❖ Record Your Message and Hit #
    - ❖ Press 1 to Save the Message
    - ❖ Press 2 to Listen to the Message
    - ❖ Press 3 to Delete and Re-record

You need to DO ALL 3 OF THE STEPS.

## Checking Voicemail:

If you have a new voicemail, you will see a small blue envelope on your phone screen and a notification on your computer screen in Wildix.

You can check your voicemail on your phone by simply dialing \*81.

You can check it via your computer, if you have speakers, by clicking the envelope icon at the top of your screen.

See Screenshots Below...

