



# VOICEMAIL SETUP

## **Company Voicemail Boxes**

1. Dial 501 on the keypad of your physical phone
2. Enter Company Voicemail Box Number (Ex 300, 301, etc.) followed by #.
3. Enter the PIN associated with the company voicemail box, followed by #

## **To Verify The Mailbox Number**

1. Log into the admin's DYL account
2. Click the Settings tab
3. Click Extensions
4. Look under the Voicemail Mailbox category

## **Individual Voicemail Boxes**

1. Dial 500 on the keypad of your physical phone \*No Pin Required\*

### **Please Note**

- Your phone will NOT blink when you have unchecked voicemails.
- Deleting the voicemail from your physical phone will NOT delete your voicemail from the Voicemail Log or from your email.
- Voicemail email notifications for individual mailboxes cannot be forwarded to additional email addresses