



Instructions for Accessing Voicemail

At Your Desk:

To access voicemail from the phone on your desk dial 7000. You can also press the **Voicemail** key on the phone, which looks like this:



Follow the prompts to get to the section you are looking for.

Away From Your Desk:

To access voicemail from an external number dial (919) 485-7400. Follow the prompts to get to the section you are looking for. Your ID is your phone number extension.