

# Access User Voicemail Box

Last Modified on 05/25/2018 10:21 am EDT

Administrative and Installer level users have the ability to access other users' voicemail boxes. This is helpful when an employee is out for an extended time or leaves the company.

From the **User Panel**, select **Users & Devices** from the menu on the left of the screen.

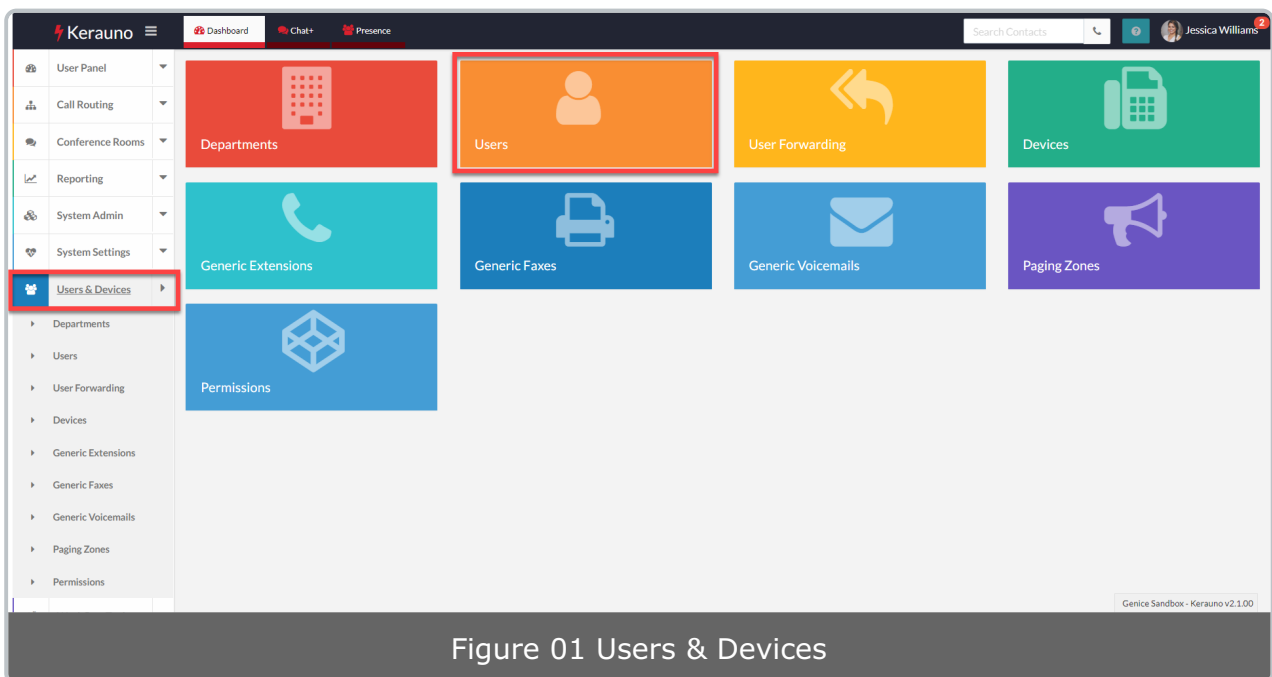


Figure 01 Users & Devices

From the **Users & Devices** menu select **Users**. The **User Management > All Users** screen is displayed.

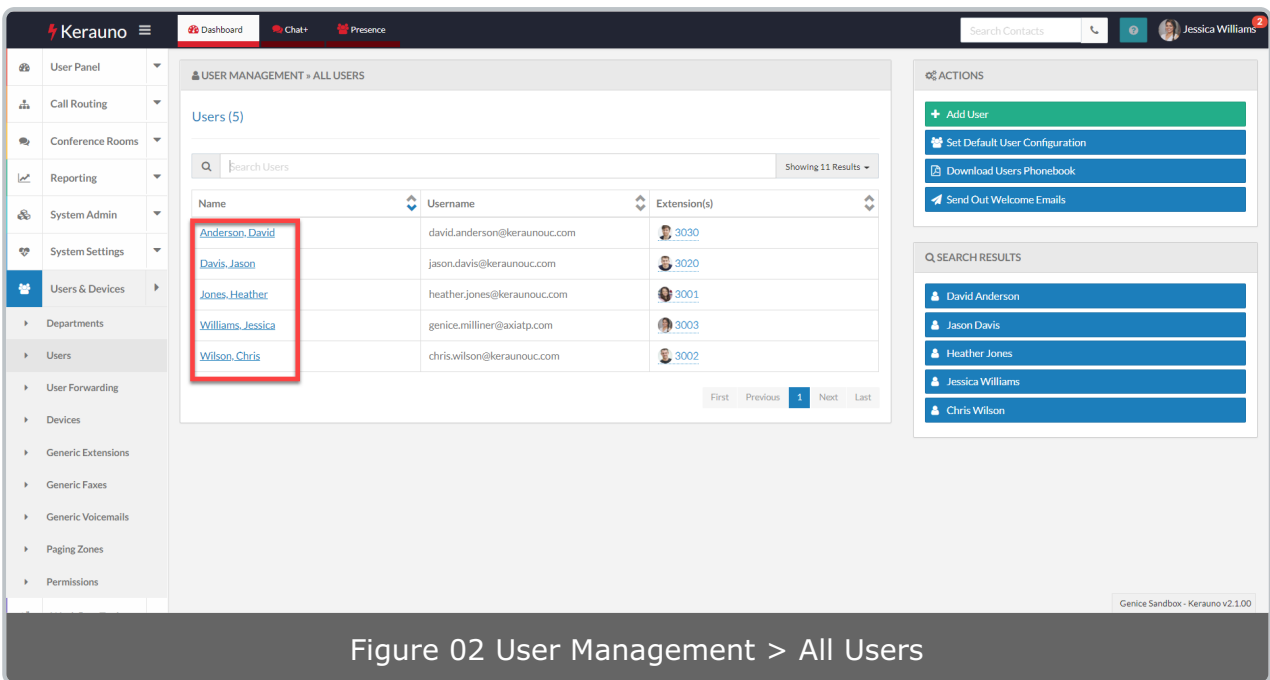


Figure 02 User Management > All Users

Select the user whose email you need to access. On the **User Management** screen for the selected user, scroll to the bottom of the page and select the **Voicemail** button under **Access Voicemail Box**.

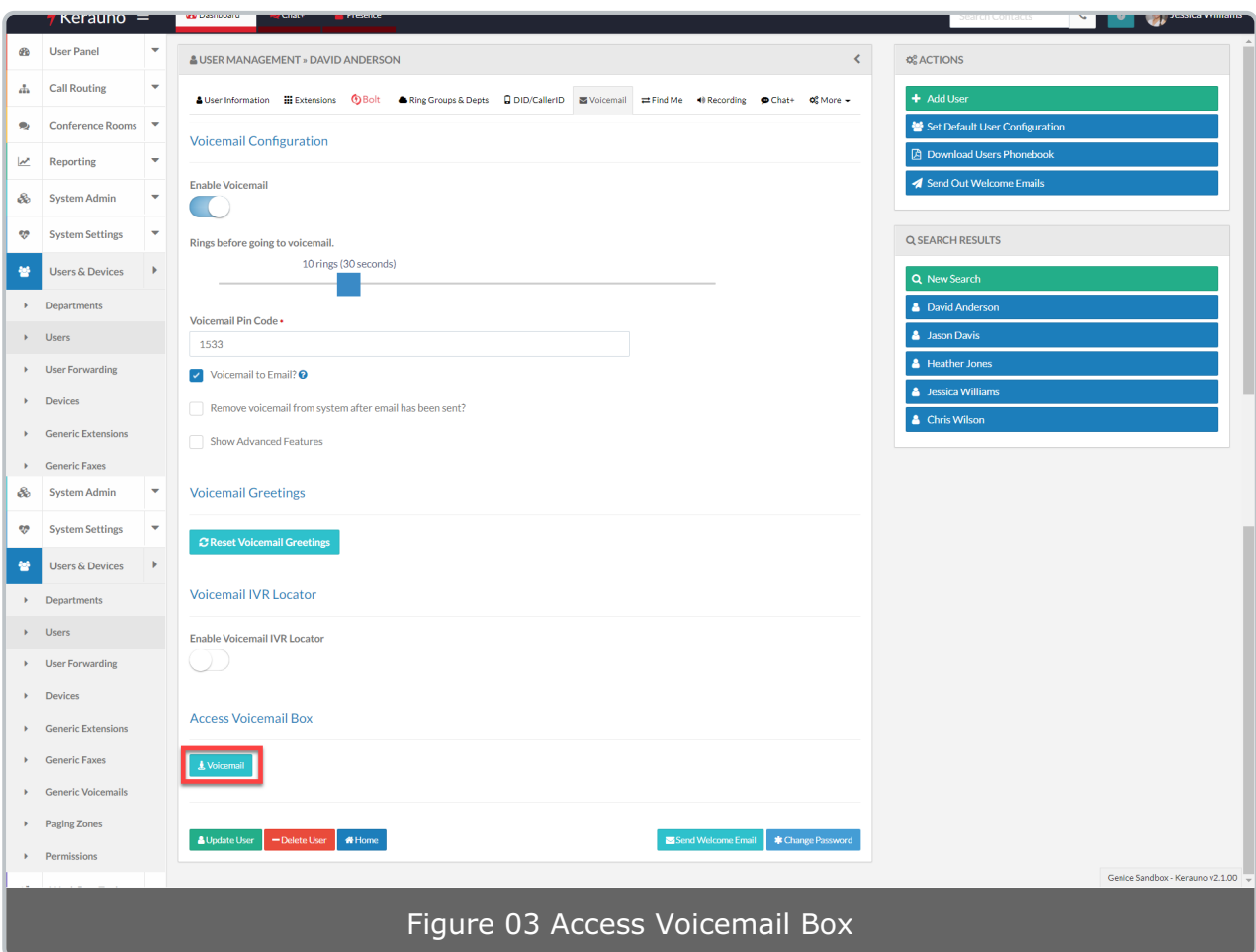


Figure 03 Access Voicemail Box

The User's Voicemail Box screen is displayed.

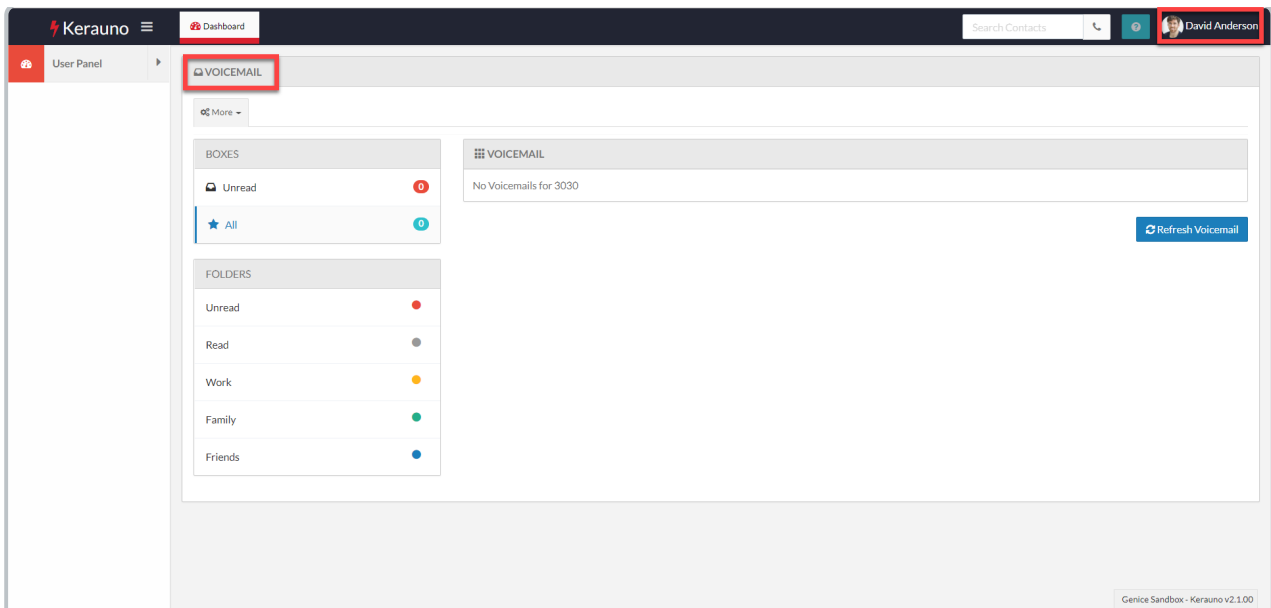


Figure 04 User Voicemail Box Screen