Access User Voicemail Box

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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.



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

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68	User Panel	•	▲USER MANAGEMENT > ALL USERS							¢€ ACTIONS		
4	Call Routing	•	Users (5)							+ Add User		
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Ŀ2	Reporting	•	Q Search Users Showing 11 Results -						s -	Download Users Phonebook		
80	System Admin	•	Name	\$	Username	Exte	ension(s)		\$	A Send Out Welcome Emails		
~	System Settings	-	Anderson, David Davis, Jason		david.anderson@keraunouc.com		3030					
	Users & Devices	•			jason.davis@keraunouc.com	-	S 3020			Q SEARCH RESULTS		
_		·	Jones, Heather		heather.jones@keraunouc.com		3001			David Anderson		
•	Departments		Williams, Jessica		genice.milliner@axiatp.com		3003			🍐 Jason Davis		
•	Users		Wilson, Chris		chris.wilson@keraunouc.com	E	2 3002			Heather Jones		
+	User Forwarding		First Previous 1 Next Last									
•	Devices											
•	Generic Extensions											
•	Generic Faxes											
•	Generic Voicemails											
•	Paging Zones											
•	Permissions											
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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**.

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ø	User Panel	•	LUSER MANAGEMENT = DAVID ANDERSON	¢¢ACTIONS						
4	Call Routing	•	LUser Information Extensions							
	Conference Rooms	•	Set Default User Configuration							
~	Reporting	•	Voicemail Configuration							
80	System Admin	•	Enable Voicemail	A Send Out Welcome Emails						
-	System Settings	•	Rings before going to voicemail. Q SEARCH RESULTS							
*	Users & Devices	•	10 rings (30 seconds)	Q. New Search						
->-	Departments		-	David Anderson						
	Users		Volcemail Pin Code • 1533	🌡 Jason Davis						
•	User Forwarding		Voicemail to Email?	🛔 Heather Jones						
	Devices		Remove voicemail from system after email has been sent?	Jessica Williams						
	Generic Extensions		Show Advanced Features	🛔 Chris Wilson						
	Generic Faxes		Show Auvalited Peatures							
&	System Admin	•	Voicemail Greetings							
ø	System Settings	•	⑦ Reset Volcemail Greetings							
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	Departments		Voicemail IVR Locator							
->-	Users		Enable Voicemail IVR Locator							
->-	User Forwarding									
->-	Devices									
->-	Generic Extensions		Access Voicemail Box							
->-	Generic Faxes		<u> </u>							
	Generic Voicemails									
->-	Paging Zones									
	Permissions		▲UpdateUser —DaleteUser #Home ■Send WelcomeEmail #ChangePassword							
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	Figure 03 Access Voicemail Box									

The User's Voicemail Box screen is displayed.

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🚯 User Panel 🕨							
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Figure 04 User Voicemail Box Screen							