**VCC NODE: 2**

**Accessing Your Voicemail Remotely**

If you would like to access your voicemail while you're out of the office, please follow these steps:

1. Dial **888-697-8330**
2. When prompted for your party’s extension, enter 77601
3. While the message is playing, press the \* key
4. When prompted to enter your ID, enter 19961XXXXX, where ‘xxxxx’ is your VCC extension, followed by # [e.g. 19961xxxxx#]

***Note:*** *If you check your voicemail outside of VCC Desktop, you will need to use your updated* ***10 digit*** *voicemail extension.*

1. When prompted to enter your pin, enter your usual pin followed by #

**Retrieving Old Voicemail Message**

If you would like to access your **old** voicemail messages, please follow the steps below:

1. Dial **888-697-8330**
2. When prompted for your party’s extension, enter 77601
3. While the message is playing, press the \* key
4. Follow the prompts to enter your 5-digit extension followed by the # key
5. Follow the prompts to enter your PIN followed by the # key, this will allow you to enter your old voicemail box.