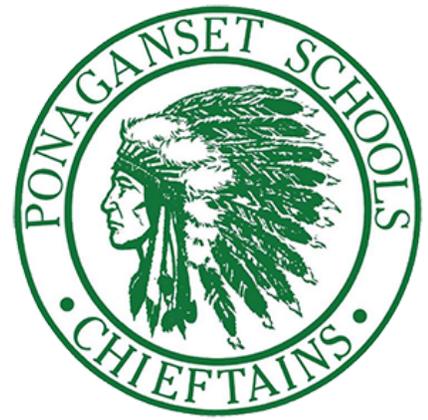




FortiVoice™



How to Check your Voicemail from outside the school

- Call the main number of your school.
- Once Auto Attendant answers, dial ***98#**
- It will ask for the **mailbox**. Dial the **extension number** that you wish to check the voicemail for, then press **#**
- It will now ask for a Password to be entered. Enter the voicemail password for the extension.

How to check your Voicemail from inside the school

- From your desk phone in the school, dial ***98#**
- It will ask for the **mailbox**. Dial the **extension number** that you wish to check the voicemail for, then press **#**
- It will now ask for a Password to be entered. Enter the voicemail password for the extension.