Voice Messages

Voice messages are stored on your voicemail system. Your company determines the voicemail system your phone uses.

You can:

- Personalize your voicemail
- Check for voice messages
- Listen to voice messages

Personalize Your Voicemail

Press the Messages button 💬, then follow the voice prompts.

Check for Voice Messages

Check for voice messages in any of these ways:

- Look at the visual message indicator lamp on your handset.
  
  You can configure the visual message indicator lamp using your User Options web pages.

- Look for:
  - (For Cisco Unified IP Phone 6941 and 6945 only) A message waiting icon 🔄.
  - (For Cisco Unified IP Phones 6921 and 6961 only) A text message.

- Listen for a stutter tone from your handset, headset, or speakerphone when you place a call.
  
  The stutter tone is line-specific. You hear it only when using the line that has a waiting message.
  
  You can configure the audible message indicator using your User Options web pages.

Listen to Voice Messages

There are two ways you can listen to voice messages:

- Press the Messages button to listen to voice messages left on any line.

- Press a line button, then press Messages to hear only the voice messages for that line.