

# Logging into Voicemail from Home (Central Office Only)

You can access your voicemail at home, or from **any** external phone.

## To Access Voicemail from a Phone Outside of Our System

1. Dial the main number for Central Office: **(978) 465-4456**
2. Ignore the prompts and enter your **four digit extension**.
3. Stay on the line and wait for it to ring and then go to voicemail.
4. When you hear your own voicemail greeting, press **9**.
5. Enter your voicemail PIN/Password, then press **#**.
6. You are now logged into your voicemail. Proceed to check your messages and/or change settings as you normally would.

---

Revision #5

Created 27 March 2020 15:24:10 by Colin Janson

Updated 12 November 2020 23:30:35 by Colin Janson