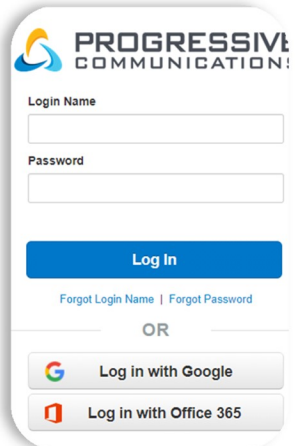




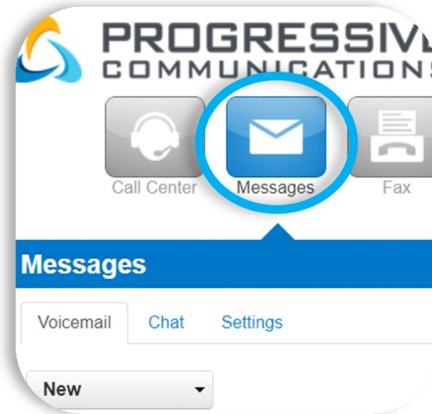
1

**First login—**  
<https://pbx.netopsteam.com/>



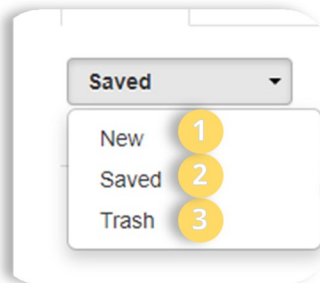
2

Click the **'Messages'** icon for **Voicemail, Chat, and Voicemail Settings.**



3

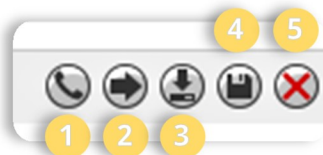
*Using your Voicemail*



There are **3 Mail Boxes**

1. Your New Voicemails
2. Saved Voicemails
3. Trash Bin (*cleared at the end of day*)

There are individual options for each voicemail entry; the options can be found on the right-hand side of the selected voicemail.



1. Play the message on your active phone.
2. Forward to an extension.
3. Download to your device.
4. Move to **'Saved'** inbox.
5. Delete the voicemail.