How to Access and Manage Voicemail via desktop phone

To check your voicemail using a mobile or landline phone:

1. Call your RingCentral main number or direct number, then enter your extension.
2. When prompted, enter your voicemail PIN, followed by the pound sign.
3. Listen to the prompt for instructions, or press 1 to listen to your voicemails.

RingCentral's voicemail system will start overwriting older, unheard messages as needed. Your incoming callers will never hear a "mailbox full" message.

To check your voicemail from your desktop phone:

1. Dial ***86**
2. Enter your **pin** then press **#**

How to manage your voicemail using Phone key options

Key	Function
1	**Repeat** the voicemail
2	**Save** the voicemail
3	**Erase** the voicemail
4	**Return** the call
5	**Forward** the voicemail to another extension
6	**Skip** the voicemail
* (star sign)	**Exit** voicemail