Issued by Technology Service Management

Staff will continue to have access to desktop phone voicemail while working remotely. Follow the steps below to access the service.

1. Dial your desktop phone and let it ring through to your voicemail message
2. Interrupt your personal message by hitting the *
3. You will be prompted to "enter your ID" followed by # (your ID is your extension number)
4. You will be prompted to enter your voicemail PIN followed by #

You will have access to the full list of options e.g. read your voicemail, delete messages, set your personal greeting etc.

To dial your extension user the following prefixes

Cork	021 453****
Ardee Rd	01 498****
Swords	01 895****