

# 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.