



JP IT SOLUTIONS

NOT JUST FINDING & FIXING, BUT FUTURE PROOFING

Horizon Phone System

Clearing voicemails from your mailbox

Press the Voicemail (envelope) button on your phone

Press *

3001 (Your Voicemail extension)

Press #

If this is the 1st time you have accessed your mailbox you will need to change your passcode, but you can re-enter the same as below

Record your name

You are then in the mailbox

Enter PIN 258631 (Pin of your voicemail mailbox)

Then take option 7 to delete all messages

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