

# How to Access Deleted Phone Messages

**This article will show how to access deleted messages on your Cisco phone.**

By default the voicemail system saves deleted voicemail messages for 30 days. To access a deleted voicemail message use the following steps:

- Access your voicemail - it will talk you through the following steps
- Press 3 to review old messages
  - Press 1 for Saved messages
  - Press 2 for Deleted messages
- Press 1 to review Saved/Deleted messages
- Press 2 to restore as saved

## **During Message Playback**

- 1 - Restart Message
- 2 - Save
- 3 - Delete
- 4 - Slow Playback
- 5 - Change Volume
- 6 - Fast Playback
- 7 - Rewind
- 8 - Pause/Resume
- 9 - Fast Forward
- # - Fast forward to end
- \* - Exit

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