Mailbox Access

Your Mailbox Number: _____

From outside the company:

1. Call your company Auto Attendant directory number.
2. Press *****.
3. Enter your mailbox number.
4. Enter your passcode.
5. Press **7** (PQRS)

From your desk extension:

1. Obtain dial tone.
2. Access the Voice Mail system.
3. Enter your passcode.
4. Press **7** (PQRS) to play messages or select an option from the main menu.

MITEL

Communications Director

Voice Mail
Quick Reference Card

MITEL

7 PQRS Play → **6** MNO Make **9** WXYZ Send & Exit | **0** Transfer to Operator | **#** Auto Attendant | **8** TUV User Options

Play Menu

7 PQRS Play Again
2 ABC Answer
4 GHI Give or Forward
5 JKL Keep
3 DEF Discard
1 Pause
Fast Forward
* Rewind
6 MNO Play Envelope
8 TUV Next Message

3 DEF Forward to E-mail
8 TUV Give to Voice Mail

Select Destination

Enter Mailbox # or Distribution List #
9 WXYZ Personnel Directory

Send Menu

7 PQRS Review
3 DEF Discard
2 ABC Append
6 MNO Message Addressing
9 WXYZ Send & Return

Addressing Options

2 ABC Confidential Set/Cancel
7 PQRS Receipt Set/Cancel
8 TUV Urgent Set/Cancel
9 WXYZ Back

User Options

4 GHI Greeting
6 MNO Name
7 PQRS Passcode
5 JKL Distribution Lists

8 TUV Temporary Greeting
3 DEF Memo
2 ABC Additional Options
9 WXYZ Exit Options

Additional Options Menu

1 Message Notification
2 ABC Personal Contacts
3 DEF Forward to E-mail

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