## 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 to play messages or select an option from the main menu.

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

SX-200 | ICP

VOICE MAIL
QUICK REFERENCE

MITEL | it's about YOU

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

IP0685