




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 .

From your desk extension:

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

M Mitel (design) and Mitel Networks are trademarks of Mitel Networks Corporation.

© 2009, Mitel Networks Corporation. All rights reserved.

MITEL

Communications Director

Voice Mail
Quick Reference Card



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