



# Embedded Voicemail Menu Flow

## Accessing Voicemail

### FROM YOUR OFFICE PHONE

Press the voice mail key

➔ Enter passcode: 1111 (initial passcode)

### FROM ANOTHER OFFICE PHONE

Press the voice mail key

➔ When prompted for phone's passcode, Press \*

➔ Enter your mailbox number

➔ Enter your passcode

### OUTSIDE DIAL TO COMPANY'S MAIN NUMBER

At the start of the company greeting, press \* \*

➔ Enter your mailbox number

➔ Enter your passcode

### TRANSFER A CALL TO A MAILBOX

Press the transfer/conference key

➔ Press \*

➔ Enter extension number

➔ Release



## Mitel Corporation Voicemail Quick Reference Guide

### PLAY MESSAGES

- 7 Play messages
- \* Rewind in 5 second increments
- # Fast forward in 5 second increments
- 1 Pause in 30 seconds increments

- 7 Play again
- 2 Answer
- 4 Send to another user (Enter destination mailbox(es) and record information)
- 5 Keep
- 3 Discard
- 6 Message envelope
- 9 Exit message review

- 7 Review
- 3 Discard and re-record
- 2 Append
- 6 Message addressing options
- 9 Send message and exit

### LEAVE MESSAGE

- 6 Make message
- Enter mailbox number
- ➔ Press # when finished entering mailbox number
- ➔ Press # when finished recording message

- 7 Review
- 3 Discard and re-record
- 2 Append
- 6 Message addressing options
- 9 Send message and exit to main menu

- 2 Make confidential
- 7 Request receipt
- 8 Mark urgent
- 9 Exit to previous menu

### USER OPTIONS

- 8 User options
- 9 Exit
- 0 Operator

- 4 Change greeting
- 6 Change name
- 7 Change passcode
- 5 Distribution lists
- 8 Temporary greeting (enter # of days for temporary greeting)
- 9 Exit to main menu

- 5 Listen to greeting/name
- 7 Record greeting/name
- 9 Exit to previous menu