

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 NETWORKS

3300/3100 | ICP

VOICE MAIL QUICK REFERENCE

MAIN MENU

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

5
JKL Keep

3
DEF Discard

1 Pause

6
MNO Play Message Envelope

8
TUV Next Message

Fast Forward

***** Rewind

Select Destination

Enter Mailbox Number

9
WXYZ Your Directory

***** Discard

Change User Options

4
GHI Greeting

8
TUV Temporary Greeting

6
MNO Name

3
DEF Memo

7
PQRS Passcode

2
ABC Change Notification

5
JKL Distribution Lists

9
WXYZ Exit Options

Send Menu

7
PQRS Review

3
DEF Discard

2
ABC Append

6
MNO Message

8
TUV Make Urgent

0 Send & Return

9
WXYZ Send & Enter

Message Addressing Options

2
ABC Confidential

2
ABC Cancel

7
PQRS Receipt

7
PQRS Cancel Receipt Confidential

8
TUV Urgent

8
TUV Cancel Urgent

9
WXYZ Exit Message Addressing