EMBEDDED VOICE MAIL MENU FLOW

Accessing Voice Mail

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 star 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 Voice Mail Quick Reference Guide

Play messages

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

FRONTIER