




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.

MITEL

MiVoice Business

Voice Mail Quick Reference Card

Main Menu

7 PQRS Play **6** MNO Make **1** Enable / Disable Override* **9** WXYZ Send & Exit **0** Transfer to Operator **8** TUV User Options **#** Auto Attendant

Play Menu

7 PQRS Play Again
2 ABC Answer
4 GHI Give
5 JKL Keep
3 DEF Discard
1 Pause
6 MNO Play Envelope
8 TUV Next Message
Fast Forward
***** Rewind

Select Destination

Enter Mailbox Number
9 WXYZ Your Directory
***** Discard

Send Menu

7 PQRS Review
3 DEF Discard
2 ABC Append
6 MNO Message Addressing
9 WXYZ Send & Enter

Change User Options

4 GHI Greeting **8** TUV Temporary Greeting
6 MNO Name **3** DEF Memo
7 PQRS Passcode **2** ABC Change Message Notification
5 JKL Distribution Lists **9** WXYZ Exit Options

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

*Available only for cMIVB deployments

IP0685