Mitel Voice Mail

Quick Reference Guide

Voice Messaging

INITIAL SET UP OF VOICE MAIL

From your own phone:

+ Press

For new mailboxes a tutorial will prompt you to:

- *Change Your Passcode (must be 4-10 digits);*
- *Record your greeting (follow prompts-Press # when done, 9 to Accept, 7 to Review, 3 to Re-record)*
- *Record your Name (follow prompts-Press # when done, 9 to Accept, 7 to Review, 3 to Re-record)*

From outside the office:

+ Dial your own DID
- When the greeting starts press (star)
- If prompted, enter the **default passcode 1111**

-OR-

+ Dial the Voicemail Access Number
- When the greeting starts press (star) plus your extension number
- Enter the default passcode 1111

TO ACCESS VOICE MAIL

From your own phone and light is OFF:

+ Press
+ Enter Passcode

From your own phone and light is ON:

+ Go off-hook
+ Press
+ Enter Passcode

From outside the office:

+ Dial your own DID
+ When the greeting starts press (star)
+ Enter Passcode

-OR-

+ Dial the Voicemail Access Number
+ When the greeting starts press (star) + your extension number
+ Enter Passcode

Important Note Regarding Passcodes

Protect your mailbox with an appropriate passcode. The system will not allow you to use simple passcodes like 1234; 1111; your extension number, or part of your phone number.

MESSAGE KEY INFO

To access your voice mailbox

+ Press

+ *If the light is **on** and phone is idle*
  - Tap the More softkey to view date/time of last message received
  - Tap the Erase softkey to clear the current message indicators, does not delete message
+ Tap the Call softkey to enter vmail

To Transfer a Caller Directly to a Voicemail Box

With a call on the line

+ Press
+ Enter mailbox (ext number)
+ Hang up to transfer

MOHAVE COUNTY

CADY BUSINESS TECHNOLOGIES

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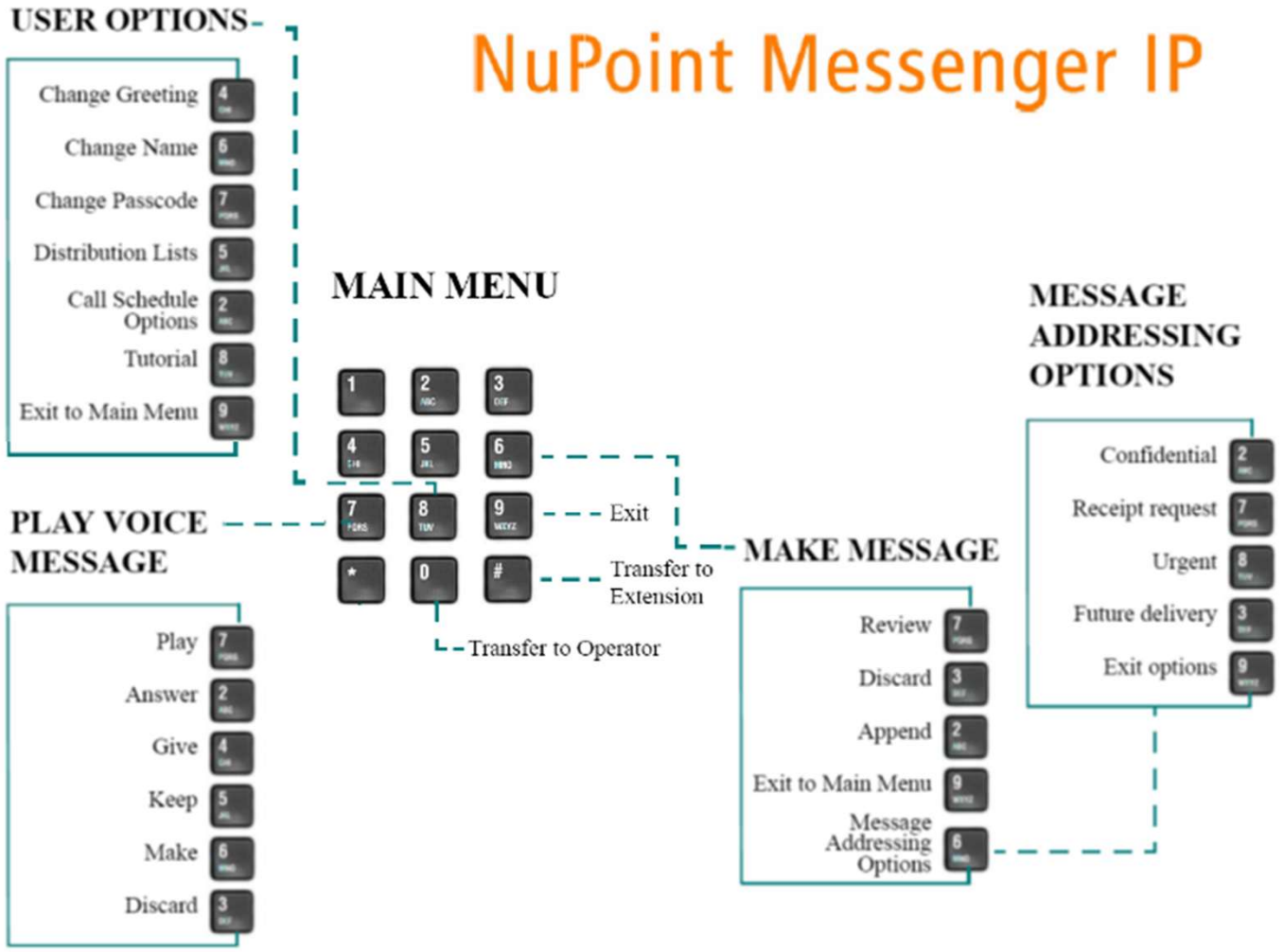
NuPoint Messenger IP



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