




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  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  to play messages or select an option from the main menu.

MITEL

SX-200 | ICP

VOICE MAIL
QUICK REFERENCE



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 or Forward
 5 JKL Keep
 3 DEF Discard
 1 Pause
 # Fast Forward
 * Rewind
 6 MNO Play Envelope
 8 TUV Next Message

3 DEF Forward to E-mail
 8 TUV Give to Voice Mail

Select Destination

Enter Mailbox # or Distribution List #
 9 WXYZ Personnel Directory

Send Menu

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

Addressing Options

2 ABC Confidential Set/Cancel
 7 PQRS Receipt Set/Cancel
 8 TUV Urgent Set/Cancel
 9 WXYZ Back

User Options

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

Additional Options Menu

1 Message Notification
 2 ABC Personal Contacts
 3 DEF Forward to E-mail