



User Options

- | | | |
|----------|-----------------------------|--|
| 4 | G reeting | Record your permanent greeting |
| 6 | N ame | Record your name |
| 7 | P asscode | Change your passcode |
| 5 | L ist (Distribution) | Set up and send message to more than one mailbox at a time |
| 8 | T emporary Greeting | Record a greeting that lasts a specific number of days from 1 to 99. Day 1 is the day the greeting is created. It expires at midnight of the last day specified and the permanent greeting is reactivated. |
| 3 | F - Record Memo | Record a message for yourself |
| 2 | A dditional options | Notification & Personal Contacts
<i>See back page...</i> |
| 9 | eX it User Options | Exit User Options Menu |

Mitel Voicemail

SETTING UP YOUR NEW VOICEMAIL

Press the **VOICEMAIL** key on your phone

Enter **1111** (the temporary password)

Press **1** to continue

The voice mail system will:

- 1. Prompt you to change your password;
Cannot use *, or #*
- 2. Prompt you to record your name;
Press 1 to accept, 2 to review, 3 to erase & re-record*
- 3. Prompt you to record a greeting;
Press 1 to accept, 2 to review, 3 to erase & re-record*
- 4. Invite you to define personal contacts;
Press any key except 1 to skip this option.
This can be accessed later in User Options.*

SAMPLE GREETING:

You have reached the voicemail of _____. I'm sorry I missed your call. Please leave your name, number, and a brief message, and I will return your call as soon as possible. (Optional) Press zero if you need immediate assistance.



Rockford Area
Schools

Main Menu

7	P lay	Play your message(s)
6	M ake	Record and send message
8	U ser Options	See User Options...
9	eX it	Exit the voicemail system
0	T ransfer to 0	Transfer to the Operator
#	A uto Attendant	Transfer to Auto Attendant
*	C ancel	Leave the voicemail system

Playing Your Messages

7	P lay Again	Repeat the message just played
2	A nswer	Respond to the person who sent the message (see Send Menu)
4	G ive	Send the message to another mailbox (see Send Menu)
5	K eep	Save the message and play the next message if any
3	D iscard	Delete message (cannot be recovered)
9	eX it	Return to Main Menu
1	P ause	Stop the message being played – press any key to resume
6	P lay Envelope	Tell who the message was from and when it was sent.
8	N ext Message	Skip ahead to next message
#	F ast Forward	Skip forward 5 seconds
*	R ewind	Back up 5 seconds

Making and Sending Messages

Enter destination mailbox number and follow prompts

Send Menu

2	A ppend
7	R evue
3	D iscard & Rerecord
6	M essage Addressing Options (follow prompts)
9	S end and eX it

To Transfer a Caller Directly to a Voicemail Box

Press MESSAGE Key
(puts the caller on hold)

Enter Mailbox (extension number)

The call will release to the mailbox automatically