




## 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

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