




## 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