Mitel

Voice Mail Activation

From your extension:
- Press the Voicemail button on your phone.   *the same way you did before.*
- Enter the temporary passcode 1111
- Follow the user tutorial to record your greeting, choose a personal passcode, and record your name. Make sure to complete the tutorial or it will not be saved.

From off-campus:
- Dial 860-945-7999
- Press [*]
- Dial your extension number
    For example, press *7906
- Enter your passcode

Voice Mail Quick Tips

Playing Your Messages

After accessing the Voice Mail, press [7] to **Play** your messages.

While Listening to a Message
At any time during message playback you can:

[1] Pause the message for 30 seconds.

[*] Move back five seconds within the message.

[#] Move forward five seconds within the message.

[8] Skip to your next message.

[*] Return to the beginning of your previous message.

When You Have Finished Listening to a Message

[7] Play the message again.

[2] Answer the person who sent the message and when you are finished recording your answer, press [9] to send.

[4] Give the message to another mailbox or distribution list. The system will also give you the opportunity to record additional comments before sending the message to someone else. When you have added your comments,

press [9] to send.

5 Keep the message. Kept messages can be accessed only after you have skipped through your unplayed messages and message receipt queues.

3 Discard the message.

User Options

The user options menu allows you to listen to change your greetings, record your name, and define your password, create voice mail distribution lists, and select call scheduling options (if enabled).

Accessing User Options

From the main menu press **8** for user options

Press **4** for Greetings.

Press **7** to change your primary greeting or press **4** to change your extended absences greeting ("I will be away until October 15th,...").

6 Re-record your name.

7 Change your passcode.