Initializing Your Voice Mailbox

MITEL®

Quick Reference Guide

- Access your voice mailbox by dialing 6000 or pressing the Envelope button on a desk phone

- The Voice Mail system will now guide you through the steps to set up your mailbox.

- Your default password is your extension number

- You will need to press **8** (**U**ser options) to do the following:

  - o Press **7**   To create a new **P**asscode (4 to 10 digits)

  - o Press **4**   To record your mailbox **G**reeting

  - o Press **6**   To record your **N**ame

Suggested Greeting:

Hi, you've reached voice mail for _____. I'm sorry that I'm not available to take your call at this moment. Please leave your contact information and the reason you called, and I will respond as soon as possible. Thank you.

{Remember to press the **#** key to tell the system when you are done recording.}

You may change your passcode, greeting, or name simply by going back into the **8** User options.

Your telephone is programmed to forward to the Voice Mail system upon a busy or no answer condition without any need for you to activate anything. A message light on your telephone will let you know when a message has been left for you in your mailbox.