




## 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

3300 | Integrated  
Communications Platform

VOICE MAIL  
QUICK REFERENCE

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| it's about **YOU**

# Main Menu

- 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
- 6** MNO Name
- 7** PQRS Passcode
- 5** JKL Distribution Lists
- 8** TUV Temporary Greeting
- 3** DEF Memo
- 2** ABC Additional Options
- 9** WXYZ Exit Options

## Additional Options Menu

- 1** Message Notification
- 2** ABC Personal Contacts
- 3** DEF Forward to E-mail