

Recording a New Voicemail Greeting with the Mitel Deskphones

Initial Voicemail Setup

Press #

Press Dial or wait to automatically dial

Enter Password (Default is: 1234) then #

If this is your first time setting up it will ask you to input a new password and then to record your name.

Changing Voicemail Greeting

Press #

Press Dial or wait to automatically dial

Enter password then press #

Press 7

Press 1

Follow the instructions given for recording a message.