
Quick Message Actions

While listening to a message, you can use the following options:

- #** to skip to the end of the recording
- 1** to back up
- 2** to pause (press any key to continue)
- 3** to skip ahead
- 4** to lower the volume
- 5** to play the message envelope
- 6** to raise the volume
- 7** to save the new message
- 9** to delete the message

When the message has finished playing, you have the following options:

- 1** to replay to the message
- 2** to reply to the message
- 3** to forward a copy of the message
- 4** to listen to the previous message
- 5** to play the message envelope
- 6** to listen to the next message
- 7** to save the new message
- 9** to delete the message

Transferring A Caller Into A Mailbox

If an outside caller wants to leave a message in a mailbox for a person who is unable to take a call, use the following steps:

1. Press **V Mail**
2. Dial the mailbox number that you want to transfer to
3. Hang - up **quickly**

TRI-TEC
Communications, Inc.

Mitel 5000 **Voicemail**

Voice Mail User Guide

for



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Setting Up Your Mailbox

When you first access voicemail from your telephone, you will be asked to complete these tasks:

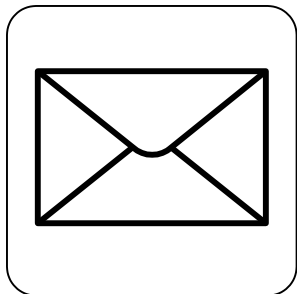
1. Press **MSG**
2. Enter your passcode and press #
Note: Your default passcode is the same as your mailbox number
3. Record your name (first and last)
Voicemail will then welcome you to your new mailbox
4. Go into Personal Options to record your greeting. (*Optional*)

Checking New Messages

If your **MSG** key is lit and you have a message from voicemail:

1. Lift the handset or press the **SPKR** key
2. Press **MSG**
3. Enter you personal password and press #

Once you have accessed your voice mailbox, you will be informed by the voicemail system how many new messages you have



1 = for New Messages

3 = for Saved Messages

Accessing Voicemail

To access voicemail from a phone other than your own:

1. Press **V Mail**
2. During or after the greeting, press *****
3. Enter your **mailbox number** and your personal **passcode** (if programmed), then **press #**
Password is your extension number by default

From Outside the office

1. Dial **206.805.6565** once Voicemail Answers
Press *****
2. Enter your **mailbox number**
3. Then enter your personal **passcode**, then **press #**

Sending Voicemail Messages

1. Enter you mailbox number as described above
2. Press **2**
3. Dial the mailbox number where you want to leave the message.
4. Press **#** to accept the subscriber' s name
5. Record your message after the tone
6. When finished, hang up or press **#** and listen for more options.

Personal Options



To change your **Personal Options** in your mailbox

1. Enter your mailbox number as described above
2. Press **4** for Personal Options

Personal Options

1 Record Greetings

- 1** Primary Greeting
- 2** Alternate Greeting
- 3** System Greeting

2 Record Directory Name

3 Record Password

4 Change Envelope Settings

- 1** Time and Date
- 2** Message Source
- 3** Message Length

9 More Options