

MiVoice Office 250 - Embedded Voice Mail

Quick Reference Guide

VOICE MAIL PILOT = x2000

MAIN MENU OPTIONS:

- | | |
|-----------------------|--------------------|
| 1 Play New Messages | 2 Send/Record Msg |
| 3 Play Saved Messages | 4 Personal Options |
| 5 Message Options | |

Initializing and Accessing YOUR MAILBOX:

From any desk phone

Dial Voice Mail pilot 2000.

Press *(star key on keypad).

Enter your mailbox number (your extension number).

When prompted for your password, enter your extension number, then press #

Follow the voice mail prompts for remainder of set up.

Remember To Record Your Personal Greeting:

(Hint: Just remember 4 1 1)

Log into your mailbox

Press 4 (Personal Options) and select desired option:

Press 1 for Record/Change Greeting

Press 1 again for Primary Greeting

Press # (pound) key when done recording greeting.

Press # (pound) key again to save your recording.

Hang up when finished, or press * (star key) to go to previous menu.

Receiving NEW Messages:

When new messages are received in your mailbox the MSG key on you phone will blink. The LCD display will show you how many new messages are in your mailbox.

QUICK Access into Your Mailbox:

Lift the handset or press the SPKR key on your phone.

Press the FLASHING MSG key.

You will be prompted to enter your Password, then press the # key.

1= Listen to New Message / 3= Listen to Saved Message

While logged in to mailbox, press 1 to play new message or press 3 to listen to saved message.

DIGIT OPTIONS:

WHILE listening

1 Back Up

AFTER listening:

1 Replay Message

- | | |
|-------------------|------------------------|
| 2 Pause | 2 Reply |
| 3 Move Forward | 3 Forward |
| 4 Lower Volume | 4 ListenToPrevious Msg |
| 5 Play Envelope | 5 Play Envelope |
| 6 Increase Volume | 6 Listen To Next Msg |
| 7 Save | 7 Save |
| 9 Delete | 9 Delete |

Skip to end

Hang up when finished, or press * to go to previous menu.

2 = SEND A MESSAGE

(To another mailbox or group list):

While logged in to mailbox, press 2, enter destination mailbox or group list number.

When prompted, record message and press # (pound) to end recording.

Press # (pound) AGAIN and hang up to send message ... OR...

Press 9 for delivery options and select desired option:

- 1 Private
2. Certified
3. Priority

Hang up when finished, or press # to send message and add additional mailboxes.

4 = PERSONAL OPTIONS: Hint remember 4-1-1

After pressing 4, select desired option:

- 1 Record/Change Greeting
- 2 Change Directory Name
- 3 Change Password
- 4 Change Message Envelope

Hang up when finished, or press * to go to previous menu.

5 = MESSAGE OPTIONS:

After pressing 5, select desired option:

- 1 Cancel Unheard Sent Messages
2. Recover Deleted Messages (within 24 hours)

Hang up when finished, or press * to go to previous menu.



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