Employee Voicemail Creation for Mitel VOIP Phone

As a new employee, you can begin setting up your office voicemail on your VOIP phone either internally from your VOIP phone or from an external phone…

1. For internal setup, dial -**6500**- or press the key labeled -**voicemail**-,
   a. When asked to enter your passcode, enter your extension.
   b. Skip step 2 and move to step 3 if you are setting up voicemail internally on your IP Phone.

2. For external setup, dial -**864-644-5000**-,
   a. Press -✶- after you first begin to hear talking.
   b. Press -✶- again when you hear talking a second time.
   c. Enter your office extension number when prompted for a mailbox number, and immediately after you do, press -✶- again.

3. Set a passcode.
   a. This can be any number, but it must be between -**four to ten**- digits long.
      i. It <u>cannot</u> be your extension number.
   b. Press –**U**- to access -**User Options**-.
      i. Press –**P**- and then you will be asked to enter a passcode.
         1. Press -✶- immediately following your passcode.

4. Record a greeting.
   a. Press –**U**- to access -**User Options**-.
      i. Press –**G**- to record your personal greeting.
         1. Press -✶- after you complete your greeting.
      ii. Press –**R**- to review your greeting.
      iii. Press –**X**- to save your greeting.
      iv. Press –**D**- to discard your greeting.

5.   Record your name.
   a. Press -U- to access -**User Options**-.
         i.   Press -**N**- to record your first and last name.
         ii. Press -**R**- to review your name.
         iii. Press -**X**- to save your name.
         iv. Press -**D**- to discard your name.

6.   Voicemail creation complete.