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After listening to a message, you can replay it, send a reply to the person who left the message, forward it to someone else, replay the date and time information, save it, or delete it.

To replay all of your saved messages

- Press **3** at the Main Menu prompt.

As a safeguard against accidental erasures, the system retains deleted messages for a few hours.

To listen to your deleted messages

1. Press

Do one of the following:

- Dial your voicemail access number.
- Dial your direct inward-dial number and press ***** **#**.
2. Enter your extension.
3. Enter your voicemail password or PIN.
4. Press **#**.

L_._ _. M__

At the Main Menu prompt, press **1**. The voice mail system plays urgent messages before other newly arrived messages.

The system gives the delivery date and time for each message. (You can disable this feature from the Mailbox Options Menu.)

MITEL VOICEMAIL QUICK REFERENCE

Mitel
Powering connections

Main Menu for Voicemail Operations

1

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Select one of the following options during or at the end of a message:

0 Additional options	4 Forward	8 Pause
1 Replay	5 Reply	9 Move forward
2 Save	6 Play envelope	# Skip
3 Delete	7 Move backward	* Cancel

5

Select one of the following :

1 Reply with a voice mail
2 Reply with a call back

2

3

7

8

9

0

#