Voicemail Quick Reference Card *MiCollab AM*

⋈ Mitel

Main Menu

Listen to messages `1`

Record and send a message `2`

Locate messages `3`

PhoneManager™

User Options `4`

Access Message

Unread voice messages	**1**
All voice messages	**2**
Saved messages	**5**
Quit	*****

While Listening

Transfer to operator	**0 0**
Back up 5 seconds	**1**
Return to start	**1 1**
Pause / Continue	**2**
Advance 5 seconds	**3**
Advance to end	**3 3**
Decrease speed	**4**
Slowest speed	**4 4**
Play message info	**5**
Increase speed	**6**
Fastest speed	**6 6**

After Listening

Review	**4**
Play message info	**5**
Forward	**6**
Delete	**7**
Reply	**8**
Transfer to sender	**8 8**
Save	**9**
Skip message & mark as read	**9**
Go to saved messages	**# #**
Quit	*****

Record Message

Stop and send	**#**
Stop and review	**1**

Recording Options

Send message	**#**
Continue recording	**5**
Review message	**5 1**
Discard and re-record	*****

Address Message

Enter destination	Mailbox No.
Address by name	**#**

Send Options

Send	**#**
Review routing options	**0**
Cancel destination	*****

Confirm Addressing

Send	*****
Enter destination	Mailbox No.
Address by name	**#**

Locate Messages

From another subscriber	**1**
From outside callers	**2**
Quit	*****

Enter Number

Enter mailbox no.	Mailbox No.

Go to **While Listening**

Routing Options

Restrict msg forwarding	**1**	Leave callback no.	**8**
Set urgent delivery	**2**	Send message	**#**
Return receipt notification	**3**	Cancel destination	*****
Set future delivery	**4**		

User Options

Personal options	**1**
Messaging options	**2**
Record your standard greeting	**4**
Record your out-of-office greeting*	**6**

Messaging Options

Record a name for a sponsored mailbox	**2**
Change a personal distribution list	**3**
Change message forwarding*	**4**
Change message presentation order	**5**
Change message envelop settings	**6**

Personal Options

Change immediate message notification*	**1**
Change daily message reminder*	**2**
Record personal greeting	**3**
Change security code	**4**
Record your name	**5**
Record an announcement for a mailbox you sponsor	**6**
Change language*	**7**

Record Personal Greetings

Standard greeting	**2**
Out-of-office greeting*	**3**

Welcome!

HSU's new MiCollab Advanced Messaging (MiCollab AM) unified messaging system is designed to provide you with the same convenient access to your voice messages whether you are at your desk or calling in over the telephone. When you call in, the Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

POWERED BY ATOM®

Before You Start

To set up your MiCollab AM mailbox, your system administrator will give you the following information.

MiCollab AM internal number: 6999

MiCollab AM external number: (707)826-6999

Your subscriber mailbox number: _____

Your system administrator may also give you a default security code to use when you log on to MiCollab AM for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using MiCollab AM.

1. Call the MiCollab AM internal or external number.
2. If necessary, press the # key for triggering a subscriber log on.
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the 0000 if you have not yet setup your own security code).

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

* Depending on how your MiCollab AM system is set up, this command may not be available. Please consult your system administrator for additional information.

Getting Started...

If you want to...	Then enter...
Listen to new messages	1
Record and send a message	2
Locate messages	3
User options	4

Changing Your Mailbox Options

If you want to...	Then enter...
Change name	4 1 5
Change password	4 1 4
Change standard greeting	4 4 or 4 1 3
Change out-of-office greeting*	4 6 or 4 1 3
Change busy greeting*	4 5 or 4 1 3
Create or update a personal distribution list	4 2 3
Set automatic message forwarding*	4 2 4
Set Immediate Message Notification*	4 1 1

After Recording & Addressing Message

If you want to...	Then enter...
Restrict message forward	1
Mark the message urgent	2
Request a return receipt	3
Request future delivery	4
Leave a number where you can be reached	8

After Listening to Message

If you want to...	Then enter...
Forward message to another subscriber	6
Delete the message	7
Reply	8
Transfer to a sender's extension	8 8
Transfer to a sender's outside number	8 4
Save the message	9
Send message to default fax number*	2 1
Send message to spec. fax number*	2 2