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## Accessing your mailbox from another subscriber's phone:

- Enter 6510 UM system access number.
- When system asks for a password, press 0
- At the Auto Attendant, press the  key.
- Enter your mailbox number.
- Enter your passcode.

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## Accessing your mailbox from outside the company:

- Enter the 6510 UM system access number.
- At the Auto Attendant, press the  key.
- Enter your mailbox number.
- Enter your passcode.

You're now at the main menu (shown inside) and are ready to begin messaging!

MITEL NETWORKS

6510 | Unified Messaging



Quick Reference Card

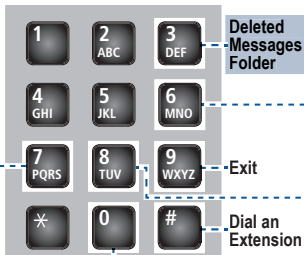


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it's about **YOU**

# MAIN MENU



## MESSAGE MENU (PLAY MESSAGE)

- |   |              |   |                         |
|---|--------------|---|-------------------------|
| 1 | Timestamp *  | 7 | Play Again              |
| 2 | Answer       | 8 | Skip to Next * Message  |
| 3 | Delete       | 9 | Exit to Main Menu       |
| 4 | Give         | # | Print to Fax            |
| 5 | Keep         | * | Activate Control Keys * |
| 6 | Make Message |   |                         |
- \* Unprompted Option

## MAKE A MESSAGE

- |   |                              |   |                            |
|---|------------------------------|---|----------------------------|
| 2 | Append to Recorded Message   | 6 | Message Addressing Options |
| 3 | Delete Message and Re-record | 7 | Review Recording           |
|   |                              | 9 | Send Message               |

## USER OPTIONS MENU

- |   |                            |   |                       |
|---|----------------------------|---|-----------------------|
| 2 | Additional Mailbox Options | 2 | Set Wake-up Call      |
| 3 | Fax Delivery Options       | 6 | Notification Options  |
| 4 | Greeting Options           | 8 | Call Transfer Options |
| 5 | Distribution Lists         | 9 | Exit to Previous Menu |
| 6 | Record Name                |   |                       |
| 7 | Set Password               |   |                       |
| 9 | Exit to Main Menu          |   |                       |

## ADDITIONAL MAILBOX OPTIONS

## CONTROL KEYS

- |   |          |   |              |
|---|----------|---|--------------|
| 1 | Pause    | 8 | Softer †     |
| 2 | Louder † | * | Rewind       |
| 4 | Slower † | # | Fast Forward |
| 6 | Faster † |   |              |
- † Not available with 3300 ICP

## CHANGE GREETING

- |   |                           |   |                           |
|---|---------------------------|---|---------------------------|
| 1 | Status Greetings          | 6 | Optional Greetings        |
| 2 | Busy Greeting             | 7 | Primary Personal Greeting |
| 3 | Enable Optional Greetings | 9 | Exit to Main Menu         |

Not available for Voicemail only users