


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.

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

6510 | Unified Messaging



Quick Reference Card



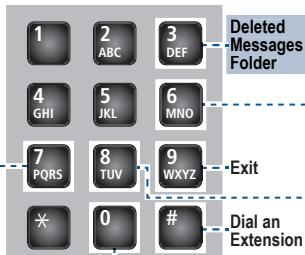
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it's about **YOU**

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