

Nortel Voicemail Quick Reference Pocket Guide

Accessing Your Mailbox/Messages From **Outside** The Office

During Business Hours:

Have receptionist transfer you to your mailbox and press ** then enter your mbox # & pswd

After Business Hours:

Once the Automated Attendant has answered

- Press * *

- Enter your mailbox # & password

- Press #



Once you access your Mailbox

- 2 = Listen to NEW Messages
- 6 = Listen to SAVED Messages

When message is playing

- 1 = Skip Backward
- 2 = Pause/Continuous
- 3 = Skip Forward
- 33 = Skip to End
- * * = Return to Main Menu

After Message has played

- 11 = Replay
- 4 = Previous Message
- 5 = Forward Copy
- 6 = Next Message
- 7 = Message Envelope
- 77 = Save Message
- 8 = Delete Message
- 9 = Reply to Message

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