MiCAM Voicemail User's Guide

Voicemails

When voicemail is enabled, the LED on the phone will flash red if there is a message available. You can press the key to access your voicemail. There will also be a count of your voicemail messages on the status bar. If configured, voicemails may also be sent directly to your email. Check your inbox after someone has left a message to see if this has been enabled.

Reaching/Viewing Voicemail

You can press the key or dial **(808) 957-1000** to access your voicemail. There will also be a count of your voicemail messages on the status bar.

To access another mailbox from your Mitel desk phone, you can press the key or dial (**808) 957-1000** and press # to enter a different mailbox to check for messages.

To access voicemail from an external number, dial (**808) 957-1000** and press #. You will be prompted to enter in your 10 digit mailbox number and then your password followed by #.

If configured, voicemails may also be sent directly to your email. Check your inbox after someone has left a message to see if this has been enabled.

Sending an incoming call to Voicemail

To send an incoming call to voicemail, press the **Ignore** softkey or the button. This will send the call directly to voicemail. Your phone screen will display the voicemail icon with the number of pending messages in the status indicators.

Voicemail Phone Quick Reference

Voicemail phone commands available once you have logged into your voicemail box.

① Listen to message	④ Delete ⑧ Reply ⑤ Save ② Forward ⑥ Review	
② Record/Send a Message	At the tone, start recording. ② Stop Recording # Send Message	
③ Phone Manager Functions	① Personal Options ② Messaging Options ④ Record Standard greeting ⑥ Record out of office greeting ✱ Exit	①① Change immediate message notification ①② Change daily message reminder ①③ Record personal greeting ①④ Change security code ①⑤ Record your name ①⑥ Record announcement for a mailbox you sponsor ①✱ Exit ②② Record name for a mailbox you sponsor ②③ Change Personal dist list ②④ Change message forwarding ②⑤ Change message presentation ordering ②⑥ Change message envelope settings ②✱ Exit
✱ Exit		

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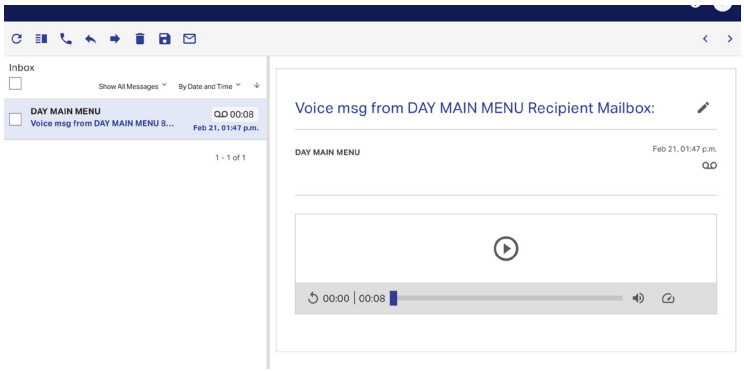
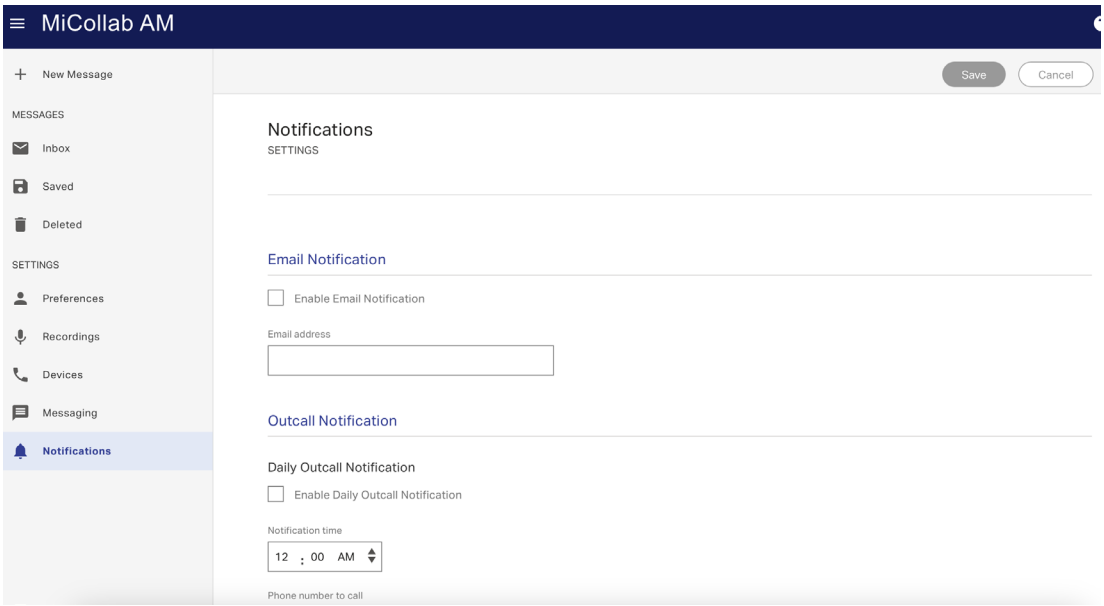
MiCam Web Portal

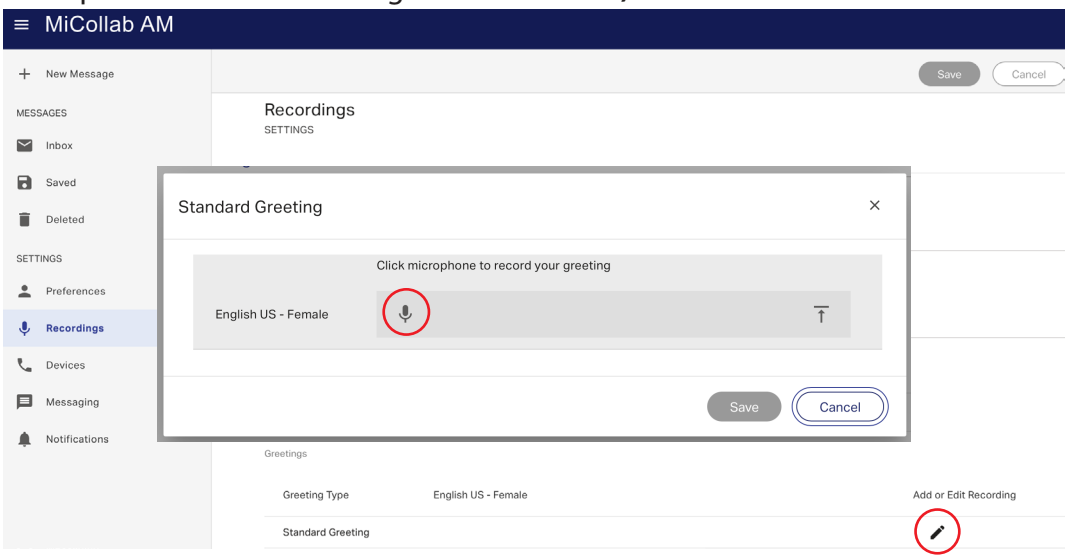
You may also view your voicemail online via the web client. Visit https://micam.its.hawaii.edu/user/login/ with your username as your full phone number, **808934XXXX**. The password will be given in an email.



Voicemail Notifications

You may also change your notification settings by clicking on the "Notifications" tab in the sidebar. You can configure email notifications and/or outcall notifications. **Remember to hit "Save" on the top right corner.**



Out of Office Recordings

You may also personalize your out of office message/other greetings. Press the pencil icon under "Add or Edit Recording" and choose the greeting that you would want to record for. A dialogue should appear. Click on the microphone to start recording. **When finished, remember to hit the "Save" button on the top right corner.**