Main Menu

The Main Menu has been simplified and reorganized to make it easier to use.

Main Menu

Retrieve Messages 1
- Manage Voicemail
- Manage Faxes
- Manage Email
- Calendar
- Manage deleted items

Outbound Interactions 2
- Available
- Away From Desk
- At Lunch
- Do Not Disturb
- Gone Home
- In a Meeting
- Out of the Office
- Out of Town
- On Vacation
- Working at Home

Change Status 3
- Personal Options
- Personal Groups

Message Playback Options

Several new options have been added to the Message Playback menu. This menu is available anytime you are listening to new or old messages.

New options are in bold. Notice also that some MIC 2.4 options have new numbers in MIC 3.0.

Retrieve Messages

The Retrieve Messages selection on the Main Menu makes it easier to manage new, saved and deleted messages.

Enter the System
- Dial voicemail system number
- Enter mailbox number followed by #
- Enter passcode followed by #

Logging In

There is no change to the way you log in to the MIC 3.0 voicemail system.

Auto-Play

The new Auto-Play feature automatically plays new voicemail messages after you log in.

Change Status

Changing your status is now available from the Main Menu, making it faster and easier.