

# Mitel NuPoint Unified Messaging

## ACCESSING YOUR MAILBOX

- Enter the NuPoint Unified Messaging system access number.
- Enter your mailbox number (followed by the \* key if accessing your mailbox from outside the company).
- Enter your passcode.
- If you have the Advanced Unified Messaging with Text-to-Speech feature, you can listen to either your voice mail messages or your e-mail messages by accessing the relevant menu, as indicated below.

NOTE: Call Director and Fax are optional features that may not be available on your voice mail system.

## USER OPTIONS

- Change Greeting **4** (GHI)
- Change Name **6** (MNO)
- Change Passcode **7** (PQRS)
- Distribution Lists **5** (JKL)
- Call Schedule Options **2** (ABC)
- Tutorial **8** (TUV)
- Exit to Main Menu **9** (WXYZ)
- Fax Delivery Options **3** (DEF)

For more information about these options, see the NuPoint UM User Guide available at Mitel OnLine. (See "End User Documents".)

## FAX DELIVERY

- Retrieve Unplayed Fax Messages **7** (PQRS)
- Personal Fax Telephone Number **6** (MNO)
- Fax Cover Page Options **2** (ABC)
- Enable/Disable Auto Fax Delivery **3** (DEF)
- Exit Options Menu **9** (WXYZ)

## PLAY VOICE MESSAGE

- Play **7** (PQRS)
- Answer **2** (ABC)
- Give **4** (GHI)
- Keep **5** (JKL)
- Make **6** (MNO)
- Discard **3** (DEF)

## ANSWER OPTIONS

- 8** (TUV) \*Voice Mail Answer
- 3** (DEF) \*Dial-back and delete message
- 5** (JKL) \*Dial-back and keep message

\*Answer and Dial-back options must be enabled.

## MAIN MENU

- 1**
- 2** (ABC)
- 3** (DEF)
- 4** (GHI)
- 5** (JKL)
- 6** (MNO)
- 7** (PQRS)
- 8** (TUV)
- 9** (WXYZ)
- \***
- 0**
- #**

Transfer to Extension

Transfer to Operator

## CALL DIRECTOR ADMINISTRATION

- Enable/Disable Override **3** (DEF)
- Record Greetings Message **7** (PQRS)

## PLAY E-MAIL MESSAGE

- Play **7** (PQRS)
- Keep **5** (JKL)
- Delete **3** (DEF)
- Exit to Main Menu **9** (WXYZ)

## MAKE MESSAGE

- Review **7** (PQRS)
- Discard **3** (DEF)
- Append **2** (ABC)
- Exit to Main Menu **9** (WXYZ)
- Message Addressing Options **6** (MNO)

## MESSAGE ADDRESSING OPTIONS

- Confidential **2** (ABC)
- Receipt request **7** (PQRS)
- Urgent **8** (TUV)
- Future delivery **3** (DEF)
- Exit options **9** (WXYZ)