

TUI Quick Reference Guide

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	#

Exit

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)