

**MITEL**

## NuPoint Messenger IP

### 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)

### 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)

### MAIN MENU

<b>1</b>	<b>2</b> (ABC)	<b>3</b> (DEF)	
<b>4</b> (GHI)	<b>5</b> (JKL)	<b>6</b> (MNO)	
<b>7</b> (PQRS)	<b>8</b> (TUV)	<b>9</b> (WXYZ)	Exit
<b>*</b>	<b>0</b>	<b>#</b>	Transfer to Extension

### CALL DIRECTOR ADMINISTRATION

- Enable/Disable Override **1**
- Record Greetings Message **2** (ABC)

### ACCESSING YOUR MAILBOX

- Enter the NuPoint Messenger™ IP 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.

### PLAY E-MAIL MESSAGE

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

### MESSAGE ADDRESSING OPTIONS

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

### MAKE MESSAGE

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