

# 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

<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
<b>*</b>	<b>0</b>	<b>#</b>

Exit

Transfer to Extension

Transfer to Operator

## 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

## CALL DIRECTOR ADMINISTRATION

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

