

MITEL

NuPoint Messenger IP

ACCESSING YOUR MAILBOX FROM OUTSIDE THE COMPANY

- Enter the NuPoint Messenger™ system access number.
- Enter your mailbox number followed by the * key.
- Enter your passcode.

You're now at the main menu (shown below) and are ready to begin messaging!

MAIN MENU

PLAY MESSAGE

WHILE PLAYING:

Rewind	1
Pause/Restart	2
Fast Forward	3
Date & Time	5
Attendant	0 0
Skip to Next Message	#
Skip Message	3 3
Exit to Main Menu	9
Online Help	0

AFTER PLAYING:

Play Next Message	1
Replay	4
Date & Time	5
Give	6
Discard Message	7
Discard Message & Exit to Main Menu	7 9
Reply	8
Save	9
Save & Exit to Main Menu	9 9
Online Help	0
Attendant	0 0

MAKE MESSAGE

Review	7
Discard	3
Append	2
Exit to Main Menu	9
Message Addressing	6
Confidential	2
Receipt request	7
Urgent	8
Future delivery	3
Exit options	9

USER OPTIONS

Change Greeting	4
Change Name	6
Change Passcode	7
Distribution Lists	5
Call Schedule Options	2
Tutorial	8
Exit to Main Menu	9

1	2	3
4	5	6
7	8	9
*	0	#

0 0 Transfer to Operator

Exit

Transfer to an extension