

Mitel TUI Quick Reference Guide

MITEL

NuPoint Messenger IP

NOTE: Call Director is an optional application that may not be available on your voice mail system.

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!

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

PLAY MESSAGE

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

MAIN MENU

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

Exit
Transfer to an Extension

Transfer to Operator

CALL DIRECTOR ADMINISTRATION

Enable/Disable Override	1
Record Greetings Message	2 ABC

MAKE MESSAGE

Review	7 PQRS
Discard	3 DEF
Append	2 ABC
Exit to Main Menu	9 WXYZ
Message Addressing	6 MNO

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