

# Mitel TUI Quick Reference Guide

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!

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)

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

---Exit

---Transfer to Extension

---Transfer to Operator

### MAKE MESSAGE

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

### CALL DIRECTOR ADMINISTRATION

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

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