

# 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

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