

MITEL

# NuPoint Unified Messenger

## ACCESSING YOUR MAILBOX

- Enter the NuPoint Unified Messenger 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

## 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

## MAIN MENU

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

## CALL DIRECTOR ADMINISTRATION

Enable/Disable Override	1
Record Greetings Message	2 ABC

## PLAY E-MAIL MESSAGE

Play	7 PQRS
Keep	5 JKL
Delete	3 DEF
Exit to Main Menu	9 WXYZ

## MAKE MESSAGE

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

## MESSAGE ADDRESSING OPTIONS

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

