Mitel NuPoint Unified Messaging

ACCESSING YOUR MAILBOX

- Enter the NuPoint Unified Messaging 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

For more information about these options, see the NuPoint UM User Guide available at Mitel OnLine. (See "End User Documents".)

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

ANSWER OPTIONS

8 TUV	*Voice Mail Answer
3 DEF	*Dial-back and delete message
5 JKL	*Dial-back and keep message

*Answer and Dial-back options must be enabled.

MAIN MENU

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

— Exit

— Transfer to Extension

Transfer to Operator

CALL DIRECTOR ADMINISTRATION

Enable/Disable Override	3 DEF
Record Greetings Message	7 PQRS

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

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