# 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 — Exit |
| * | 0 | # — 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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Powering connections