Mitel NuPoint Unified Messaging

ACCESSING YOUR MAILBOX
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- 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.

PLAY E-MAIL MESSAGE
- Play
- Keep
- Delete
- Exit to Main Menu

MESSAGE ADDRESSING OPTIONS
- Confidential
- Receipt request
- Urgent
- Future delivery
- Exit options

MAKE MESSAGE
- Review
- Discard
- Append
- Exit Options Menu

CALL DIRECTOR ADMINISTRATION
- Enable/Disable Auto Override
- Record Greetings
- Message Addressing Options

ANSWER OPTIONS
- Voice Mail Answer
- *Dial-back and delete message
- *Dial-back and keep message
- *Answer and Dial-back options must be enabled.

PLAY VOICE MESSAGE
- Play
- Answer
- Give
- Keep
- Make
- Discard

MAIN MENU
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- *
- 0
- #

USER OPTIONS
- Change Greeting
- Change Name
- Change Passcode
- Distribution Lists
- Call Schedule Options
- Tutorial
- Exit to Main Menu
- Fax Delivery Options

FAX DELIVERY
- Retrieve Unplayed Fax Messages
- Personal Fax Telephone Number
- Fax Cover Page Options
- Enable/Disable Auto Fax Delivery
- Exit Options Menu

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