

TUI Quick Reference Guide

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".)

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	#

Transfer to Operator

Transfer to Extension

Exit

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