

TUI Quick Reference Guide

Mitel NuPoint Unified Messaging

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.

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.

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

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