TUI QUICK REFERENCE GUIDE

ACCESSING YOUR MAILBOX Mitel NuPoint Unified Messaging 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 **USER OPTIONS** 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. **Change Greeting** PLAY E-MAIL **MESSAGE** Change Name **MESSAGE** For more information about Change Passcode these options, see the Play **MAIN MENU ADDRESSING** NuPoint UM User Guide avail-**Distribution Lists OPTIONS** Keep able at Mitel OnLine. (See Call Schedule Options "End User Documents".) Delete Confidential Tutorial Exit to Main Menu Exit **PLAY VOICE** Receipt request Exit to Main Menu **MESSAGE** Transfer to **MAKE MESSAGE** Fax Delivery Options 3 Extension Future delivery Play Review **FAX DELIVERY** Exit options Transfer to Answer Discard Operator Give Retrieve Unplayed Append Fax Messages ANSWER OPTIONS **CALL DIRECTOR** Keep Personal Fax Telephone Number **ADMINISTRATION** Exit to Main Menu Voice Mail Answer Make Message Fax Cover Page Addressing **Options** Enable/Disable Dial-back and Override Options Discard Enable/Disable Auto delete message **Record Greetings** Fax Delivery Messağe Dial-back and Exit Options Menu keep message *Answer and Dial-back

