



Mitel's NuPoint Messenger Flow

Follow tutorial to create new passcode, record name, and record greeting.
Default passcode is your extension number

Accessing Voice Mail

From Your Phone:
Press the Envelope Button
Passcode: _____

From any other Phone:
Press the Envelope Button

Enter: * plus your own Mailbox Number followed by another *
Passcode: _____

From Outside
Dial Auto Attendant number
At the start of the Co. greeting . . .
:
• Press * wait for message center
• Enter your mailbox number
• Press *
• followed by your Passcode

IF YOU HAVE A DID NUMBER:
Dial your own DID,
At the start of your greeting....

Press * (tells system owner is calling)
Enter your Passcode: _____

Play Messages (7)

- 7** to Play
- * Rewind in 5 second increments
 - # Fast Forward in 5 second increments
 - 1 Pause in 30 second increments
 - 8 To skip to Top of next message

- 7 to Play again
- 2 to Answer
- 4 to Give to another user
- 5 to Keep
- 3 to Discard
- 6 to Make a new message
- 9 to eXit message review

Enter destination mailbox, & record introduction ...

- 7 to Review
- 3 to Discard and Re-Record
- 2 to Append
- 6 for Message Addressing Options
- 9 to Send and Exit

Make Message (6)

- 6** to Make (record) Msg
- Enter Mailbox Number(s),
 - # when finished entering mailboxes
 - # When finished recording message.

- 7 to Review
- 3 to Discard and Re-Record
- 2 to Append
- 6 for Message Addressing Options
- 9 to Send and eXit to Main Menu

Message Addressing Options:

- 2 to make Confidential
- 7 to Request Receipt
- 8 to mark Urgent
- 3 to mark for Future delivery

Press 9 to eXit and return to previous menu options.

User Options (8)

- 8** for User Options

- 4 to change Greeting
 - 6 to change Name
 - 7 to change Passcode
 - 5 for Distribution Lists (01 - 09)
 - 2 to change Call Schedule Options
 - 8 to repeat Tutorial (reset mbx passcode, greeting, and passcode)
 - 9 to eXit to Main Menu
- 5 to Listen to Greeting/Name
 - 7 to Record Greeting/Name
 - 4 to change your Extended Absence Greeting
 - 9 to eXit to Previous Menu

9 to Exit

0 for an Operator