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: __________

 ---

**Mitel’s NuPoint Messenger Flow**

**User Options (8)**
8 for User Options

---

**Play Messages (7)**

7 to Play
- 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

---

**Make Message (6)**

6 to Make (record) Msg

- 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:**

- 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 Previous Menu

---

**Enter destination mailbox, & record introduction …**

---

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**Message Addressing Options:**

- 4 to make Confidential
- 7 to Request Receipt
- 8 to mark Urgent
- 9 to mark for Future delivery

---

Press 9 to eXit and return to previous menu options.

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