

Mitel TUI Quick Reference Guide

MITEL

NuPoint Messenger IP

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)

FAX DELIVERY

- Retrieve Unplayed Fax Messages **7** (PQRS)
- Personal Fax Telephone Number **6** (MNO)
- Fax Cover Page Options **2** (ABC)
- Enable/Disable Auto Fax Delivery **3** (DEF)
- Exit Options Menu **9** (WXYZ)

PLAY VOICE MESSAGE

- Play **7** (PQRS)
- Answer **2** (ABC)
- Give **4** (GHI)
- Keep **5** (JKL)
- Make **6** (MNO)
- Discard **3** (DEF)

MAIN MENU

1	2 (ABC)	3 (DEF)	
4 (GHI)	5 (JKL)	6 (MNO)	
7 (PQRS)	8 (TUV)	9 (WXYZ)	Exit
*	0	#	Transfer to Extension

CALL DIRECTOR ADMINISTRATION

- Enable/Disable Override **1**
- Record Greetings Message **2** (ABC)

ACCESSING YOUR MAILBOX

- Enter the NuPoint Messenger™ IP 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.

PLAY E-MAIL MESSAGE

- Play **7** (PQRS)
- Keep **5** (JKL)
- Delete **3** (DEF)
- Exit to Main Menu **9** (WXYZ)

MESSAGE ADDRESSING OPTIONS

- Confidential **2** (ABC)
- Receipt request **7** (PQRS)
- Urgent **8** (TUV)
- Future delivery **3** (DEF)
- Exit options **9** (WXYZ)

MAKE MESSAGE

- Review **7** (PQRS)
- Discard **3** (DEF)
- Append **2** (ABC)
- Exit to Main Menu **9** (WXYZ)
- Message Addressing Options **6** (MNO)