

NuPoint Unified Messaging

Accessing your Mailbox

- Enter the NuPoint Messaging system access number _____
 - Enter your mailbox number
 - Enter your passcode
 - If you have the Advanced Unified Messaging with Text-to-Speech feature, you can listen to either your voicemail message or your E-Mail message by accessing the relevant menu as indicated below
- If you are calling from outside the Company, dial the voicemail number _____
 Enter your Mailbox number (your extension number) - when you hear the greeting, press the * Key
 Enter your passcode and follow the prompts to retrieve your voicemail

USER OPTIONS

- Change Greeting 4 (CH)
- Change Name 6 (NAM)
- Change Passcode 7 (PCS)
- Distribution Lists 5 (DL)
- Call Schedule Options 2 (SC)
- Tutorial 8 (TRY)
- Exit to Main Menu 9 (WPT)
- Fax Delivery Options 3 (FX)

MAIN MENU

- 1
- 2 (ASC)
- 3 (DEF)
- 4 (CH)
- 5 (DL)
- 6 (NAM)
- 7 (PCS)
- 8 (TRY)
- 9 (WPT)
- * (Exit)
- 0
- # (Transfer to Extension)

PLAY VOICE MESSAGE

- Play 7 (PCS)
- Answer 2 (SC)
- Give 4 (CH)
- Keep 5 (DL)
- Make 6 (NAM)
- Discard 3 (FX)

ANSWER OPTIONS

- 8 (TRY) *Voice Mail Answer
 - 3 (DEF) *Dial-back and delete message
 - 5 (DL) *Dial-back and keep message
- *Answer and Dial-back options must be enabled.

PLAY E-MAIL MESSAGE

- Play 7 (PCS)
- Keep 5 (DL)
- Delete 3 (DEF)
- Exit to Main Menu 9 (WPT)

MESSAGE ADDRESSING OPTIONS

- Confidential 2 (SC)
- Receipt request 7 (PCS)
- Urgent 8 (TRY)
- Future delivery 3 (DEF)
- Exit options 9 (WPT)

MAKE MESSAGE

- Review 7 (PCS)
- Discard 3 (DEF)
- Append 2 (SC)
- Exit to Main Menu 9 (WPT)
- Message Addressing Options 6 (NAM)

CALL DIRECTOR ADMINISTRATION

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