MITEL®

Mitel's NuPoint Messenger Flow

Accessing Voice Mail

From Your Phone:

Press the Message key

Passcode: _____

From any other Phone:

Press the Message

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 **P**lay

*	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 **P**lay again
2	to **A**nswer
4	to **G**ive to another user
5	to **K**eep
3	to **D**iscard
6	to **M**ake a new message
9	to e**X**it message review

Enter destination mailbox, & record introduction …

7	to **R**eview
3	to **D**iscard and Re-Record
2	to **A**ppend
6	for **M**essage Addressing Options
9	to **S**end and Exit

Make Message (6)

6 to **M**ake (record) Msg

- Enter Mailbox Number(s),
- **#** *when finished entering mailboxes*
- **#** *When finished recording message.*

7	to **R**eview
3	to **D**iscard and Re-Record
2	to **A**ppend
6	for **M**essage Addressing Options
9	to **S**end and e**X**it to Main Menu

Message Addressing Options:

2	to make **C**onfidential
7	to Request **R**eceipt
8	to mark **U**rgent
3	to mark for **F**uture delivery

Press **9** to e**X**it and return to previous menu options.

User Options (8)

8 for **U**ser Options

4	to change **G**reeting
6	to change **N**ame
7	to change **P**asscode
5	for Distribution **L**ists (01 - 09)
2	to change **C**all Schedule Options
8	to repeat **T**utorial *(reset mbx passcode, greeting, and passcode)*
9	to e**X**it to Main Menu

5	to **L**isten to Greeting/Name
7	to **R**ecord Greeting/Name
4	to change your Extended Absence **G**reeting
9	to e**X**it to Previous Menu

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9 to Exit   **0** for an Operator

Initializing Your Voice Mailbox

MITEL ®

Access your voice mailbox by pressing the Message key

The Voice Mail system will now guide you through the steps to set up your mailbox.

Your default password is 1111

You will need to press 8 (User options) to do the following:

Press 7   To create a new Passcode (4 to 10 digits)

Press 4   To record your mailbox Greeting

Press 6   To record your Name

Suggested Greeting:

Hello, you have reached the voice mailbox for _____ I'm sorry that I'm not available to take your call at this moment. Please leave your contact information and the reason for your call, and I will respond as soon as possible. Thank you.

{Remember to press the # key to tell the system when you are done recording.}

You may change your passcode, greeting, or name simply by going back into the 8 User options.

Your telephone is programmed to forward to the Voice Mail system upon a busy or no answer condition without any need for you to activate anything. A message light on your telephone will let you know when a message has been left for you in your mailbox.