MITEL MICOLLAB NUPOINT VOICEMAIL

ENTERING YOUR MAILBOX FOR THE FIRST TIME
** The first time you enter your mailbox, the system will take you through a tutorial to set up your mailbox password, greeting and name. Follow the tutorial instructions.

- Press the message key (0)
- Enter default passcode: 1873

** Your new passcode can be 4 to 10 digits (do not use # or *).

** When you are making a recording in the voice mail system, press # to stop recording.

HOW TO ACCESS YOUR VOICE MAILBOX
From your phone:
- Press the message key (0)
- Enter your passcode

From outside the school:
- Dial your main telephone number
- When the system answers, press the star key (*)
- Enter your mailbox number
- Enter your passcode

MAIN MENU
- Play messages - Press (7)
- Make a Message - Press (6)
- User Options - Press (8)
- Exit the System - Press (9)
- Transfer to Operator - Press (0)
- Return to Main Menu – Press (#)

PLAY MENU
- New Message – Press (1)
- Saved Message – Press (2)

Playback Controls:
- Pause - Press (1)
- Skip to Next Message - Press (8)
- Fast Forward - Press (#)
- Rewind 5 Seconds, Press (*)

End of Message Options:
- Keep/Save Message - Press (5)
- Discard the Message - Press (3)
  * You may immediately retrieve a deleted message by pressing *.
- Repeat the Message - Press (7)
- Answer/Reply - Press (2)
- Forward Message - Press (4)
- Send the Message (9)

MAKING AND SENDING MESSAGES
- Make a message – Press (6)
- Enter recipient's mailbox number
- You may enter additional mailbox numbers or press (#) to end the destinations and begin recording.
- Record your message
- Press (#) to end your recording.

AFTER RECORDING, YOU HAVE THE FOLLOWING OPTIONS:

SEND MENU
- Review message - Press (7)
- Erase & Re-Record - Press (3)
- Append / Add to - Press (2)
- Message Addressing - Press (6)
  - Options: (2) Confidential
  - (7) Receipt Requested
  - (8) Urgent
  - (9) Exit Message
- Send Message & Exit - Press (9)

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Note: When a caller is in your mailbox, while listening to your greeting, the caller may press # + an extension number to be transferred out of your mailbox and transferred to the dialed extension.

Note: The system will automatically play the date & time the message was left in the mailbox before it plays the message.

USER OPTIONS MENU
- Change Greetings - Press (4)
- Listen to your greeting - Press (5)
- Re-record greeting - Press (7)
- Extended Absence - Press (4)

Extended Absence Greeting:
- Once the Extended Absence Greeting is recorded, it is automatically activated.

- The next time you log into your mailbox, you will be prompted to press 1 to keep the extended greeting turned on or press 2 to turn off the extended absence greeting.

- Distribution Lists - Press (5)
- Record your Name - Press (6)
- Change Passcode - Press (7)
- Replay Initial Tutorial - Press (8)
- Exit User Options – Press (9)

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NuPoint Messenger IP

USER OPTIONS
- Change Greeting
- Change Name
- Change Passcode
- Distribution Lists
- Call Schedule Options
- Tutorial
- Exit to Main Menu
- Fax Delivery Options

FAX DELIVERY
- Retrieve Unplayed Fax Messages
- Personal Fax Telephone Number
- Fax Cover Page Options
- Enable/Disable Auto Fax Delivery
- Exit Options Menu

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
- Keep
- Delete
- Exit to Main Menu

MESSAGE ADDRESSING OPTIONS
- Confidential
- Receipt request
- Urgent
- Future delivery
- Exit options

MAIN MENU
1 2 3 4 5 6 7 8 9
- Exit
- Transfer to Extension
- Transfer to Operator

PLAY VOICE MESSAGE
- Play
- Answer
- Give
- Keep
- Make
- Discard

CALL DIRECTOR ADMINISTRATION
- Enable/Disable Override
- Record Greetings Message
- Exit to Main Menu

MAKE MESSAGE
- Review
- Discard
- Append
- Exit to Main Menu