# Mitel Nupoint Unified Messaging Quick Reference Guide

## First Time Set up

Lift the handset Or

Press 🔊 key

Then 📼 key

Enter default Passcode: **1111**

**You must change your Passcode, record your Name and a Personal Greeting the first time you log into the voicemail system. The system will guide you through a tutorial the first time you log in.**

NEW PASSCODE_____

### Sample Voice Mail Greeting:

Hi, you have reached the office of _____. I am either on the phone on away from my desk. Please leave

your name, telephone number and a detailed message after the tone and I will return your call as soon as

possible. If you need immediate assistance please press "0" for the operator. Thank you for calling.

## Voicemail Access

**From your desk:**

Press 📼

When prompted enter your security code

**From another desk:**

Press 📼

After the system answers, hit the ✳

Key, enter your mailbox number plus ✳

Key, followed by your security code

**From outside the office:**

Dial your DID _____

After the system answers, hit the ✳ key,

followed by your security code

### Transfer Call to Voicemail 📼

While speaking to caller press

Enter extension number

Hang Up

### Setup Extended Absence Greeting

Access Mailbox

Select User Options (8)

Change Greeting (4)

Record and turn on Extended Absence Greeting (4)

### Disable Extended Absence Greeting:

Press (2) after accessing your mailbox

### Bypass Personal Greeting

Press (1) when the personal greeting starts

## MAIN MENU

### Press 7 to Play Voice Messages

**7** Play
**1** Pause
**2** Answer
**3** Delete
**4** Give
**5** Save
**7** Repeat
**8** Next
**\*** Rewind
**#** Fast Forward

### Press 6 to Make Message

**7** Review
**3** Delete
**2** Append
**9** Exit to Main Menu
**6** Message Addressing
**Options**
   **2** Confidential
   **7** Receipt Request
   **8** Urgent
   **3** Future Delivery
   **9** Exit Options

### 8 to Access User

**4** Change Greeting
**6** Change Name
**7** Change Passcode
**5** Distribution Lists
**2** Call Schedule Options
**8** Tutorial
**9** Exit to Main Menu

Transfer to Operator

Transfer to Extension