NuPoint Voicemail User Guide

Voicemail Access Code: 4000
External Voicemail Access Number: 613-520-4000

To Access your Voicemail:

<table>
<thead>
<tr>
<th>From Inside the Office</th>
<th>From another user's phone</th>
<th>From Outside the Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial Voicemail Access Code</td>
<td>Dial Voicemail Access Code</td>
<td>Dial your External Voicemail Access Number</td>
</tr>
<tr>
<td>Enter your Passcode (default = 4000)</td>
<td>Press *</td>
<td>Press * followed by the Mailbox Number</td>
</tr>
<tr>
<td>You are now at the Main Menu.</td>
<td>Enter your Mailbox Number followed by *</td>
<td>Enter your Passcode (default = 4000)</td>
</tr>
<tr>
<td></td>
<td>Enter your Passcode (default = 4000)</td>
<td>You are now at the Main Menu.</td>
</tr>
</tbody>
</table>

To Transfer a Call Directly to a Voicemail Box:

Press Transfer/Conference
Dial Voicemail Access Code.
Press * followed by the Mailbox Number.
[OR - If you do NOT have a mailbox, you don't need to press *]
Press Transfer/Conference again to transfer the caller.
Hang up immediately so caller will hear entire Greeting.

Send Menu for use just prior to sending a message you are Giving, or Making.

R to Review your message.
D to Discard and re-record your message.
A to Append (Add) more to your message.
M to access Message Addressing Options.

<table>
<thead>
<tr>
<th>C to mark Confidential</th>
<th>R to request a Receipt</th>
<th>U to mark message Urgent</th>
</tr>
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<tbody>
<tr>
<td>C to Cancel Confidential</td>
<td>R to Cancel Receipt</td>
<td>U to Cancel Urgent</td>
</tr>
</tbody>
</table>

X to eXit Message Addressing
X to Send and eXit to Main Menu.

From the Main Menu press:

P to Play each message.
    Once the message has played you have the following choices:
    P to Play message again.
    G to Give this message to another user.
    Enter mailbox Number to give message to.
    Record introductory message.
    Press X to Send and eXit.
    K to Keep this message.
    D to Discard this message – Press * to Undelete a message.
    X to eXit to Main Menu.

M to Make a new message
Enter Mailbox Numbers(s) to make message for.
    # to start recording.
    Record your message – press 1 to pause recording, any key to resume recording.
    X to Send and eXit.

U to Access User Options to change the following
    G to change your Greeting.
    P to change your Primary personal greeting.
    E to Enable Conditional personal greetings.
    X to eXit to the main menu.

N to change your Name.
P to change your Passcode.
L to create or change your Distribution Lists.
X to eXit to the main menu.
X to Send and eXit.

*** At anytime while listening to a message you can press:
    1 to pause for 30 seconds.
    # to move Forward 5 seconds within the message.
    * to move Back 5 seconds within the message.
    8 to skip to the next message.
    8* to return to the top of the preceding message.

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