



NUPOINT MESSENGER First Time Set-Up

At your desk: 3740

(Temporary access code: 5100)

“Hello mailbox __ please enter your passcode

Enter default Passcode 1234

From outside: 708-709-3740

Dial * Mailbox number ____ *

Hello mailbox ____ please enter
your passcode

Enter default Passcode 1234

You will hear *Welcome to your voice message center, I will be helping you set up your own personal mailbox. 1st we will set a passcode to keep your mailbox private. 2nd we will record a greeting for your callers. Finally, we will record your name in your own voice. I will tell you what keys to press. Let's get started.*

We are going to create a passcode for you, a 4-10 digit number.

Press U or 8 to enter user options

Press P or 7 to enter your passcode

Enter 4-10 digits or 0000 for no passcode

Record a greeting

Press U or 8 to enter user options

Press G or 4 to record a greeting

Record greeting

Press D or 3 to discard & rerecord, R or 7 to review or X or 9 to save

Record your name

Press U or 8 for user options

Press N or 6 for name

Record your first and last name

Press D or 3 to discard & rerecord, R or 7 to review or X or 9 to save

You will hear you have just set up your mailbox.

Press X or 9 to exit system or T or 8 to go thru tutorial again