

NuPoint Voice Mail Quick Guide

Access mailbox from your campus phone

Dial **3740**

Enter your passcode

Access mailbox from any phone on campus

Dial **3740**

Wait for greeting to begin

Press ** your mailbox number **

Enter your passcode

Access mailbox from off campus

Dial **708-709-3740**

Wait for greeting to begin

Press ** your mailbox number **

Enter your passcode

Listen to a message

(After accessing your mailbox)

Press **7** to play a message

(While listening to your message)

Press **1** to pause for 30 seconds

Press *** to move back 5 seconds

Press **#** to move forward 5 seconds

Press **8** to skip to your next message

Press **8*** to go back to the beginning of your previous message

(After listening to your message)

Press **7** to play the message again

Press **2** to answer the message

Press **4** to give the message to another mailbox

Press **5** to keep the message

Press **3** to discard the message

Make a message

(After accessing your mailbox)

Press **6** to make a message

Enter the mailbox number(s) to make message for

Press **#** to begin recording

Press **#** to end recording

Follow prompts:

Press **9** to send the message

Press **3** to discard and record over

Press **2** to append and continue recording

Press **6** to access addressing options:

8 – Urgent

3 – Future delivery

2 – Mark confidential

7 – Request receipt

9 – Exit addressing options

Press **7** to review your recording

Skip a Greeting

Press **7** then wait for the tone

Leave your message

Press **99**

Change greeting, name or passcode

(After accessing your mailbox)

Press **8** to access user options

Press: **4** to change your greeting

6 to rerecord your name

7 to change your passcode

Transfer a caller directly to a mailbox

(While on a call)

Press the Transfer key

Dial **3740**

(When prompted to enter passcode)

Press *** plus the mailbox number and hang up immediately

Reminder Codes

7 - Play a message

6 - Make a new message

8 - Exit the system

0 - Return to attendant

- Dial an extension