Call the NuPoint Messaging System

Accessing Your Voice Mailbox
From Your Office
- 7 0 0 0
- Enter your passcode

Accessing Your Voice Mailbox
From Another Office
- 7 0 0 0
- * * followed by your mailbox number
- Enter your passcode

Accessing Your Voice Mailbox
From Outside the University
- Dial the University's main number 613-562-5800
- 7 0 0 0
- * followed by your mailbox number
- When you hear your greeting, press *
- Once prompted, enter your passcode

Quick Message
Go directly to the Messaging System
- 7 0 0 0
- * followed by the voice mailbox number you are calling
- record your message
- hang-up

Listening to Your Messages
- 7
- Pause for 30 seconds (Press 7 to resume)
- * Move back within the message
- # Move forward within the message
- 8 Skip to your next message
- 8 * Go back to beginning of previous message

Record A Message
- 6
- Pause for 30 seconds (Press 7 to resume)
- * Delete actual address
- # Start message
- 7 Listen to recorded message
- 6 Message addressing options
- 3 Erase recorded message and start over
- 2 Continue to record actual message
- 9 Send and exit to main menu

User Options
- 8
- Change your greeting
- 4
- Change your name
- 6
- Change your passcode
- 7
- Distribution lists
- 5
- Exit to main menu
- 9

TIPS:
Press 6 to skip the greeting.
Press # and the extension number to reach another user when in someone's voice mailbox.