

**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

**7 Listening to Your Messages**

- 1** 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

- 3** Erase message
- 5** Save message
- 2** Answer a message
- 4** Forward message to another extension
- 8 4** Time/Date

**6 Record A Message**

- 1** 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

- 6 Message Addressing Options**
- 2** Confidential
  - 7** Receipt request
  - 8** Urgent
  - 3** Future delivery
  - 9** Exit message options

**8 User Options**

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

**TIPS:**

Press 6 to skip the greeting.

Press # and the extension number to reach another user when in someone's voice mailbox.



uOttawa

Information Technology

Service Desk

Website : [www.it.uottawa.ca/service-desk-request/](http://www.it.uottawa.ca/service-desk-request/)  
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