



PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —


Accessing Your Mailbox

Lift Hand Set & Press the  button.

Your 1st time pass code is (1111)

Setting Up Your Mailbox

You will always be prompted for your passcode before accessing your mailbox. The first time you access your mailbox, you will use the temporary passcode assigned by the System Administrator. During the tutorial, you will be prompted to change your passcode to a number containing 4 to 10 digits. Define a passcode that you can easily remember, but do not select an obvious code like "1234".

- Lift Handset. Press  button
- Enter your default security code of 1111 when prompted.
(This is a temporary code assigned by your system administrator)
- To input new Pass code. Press (8) key and the (7) key.
- To record your Greeting. Press (8) key, (4) key.
(Press the # key after recording your greeting to stop the recording process)
- To record your Name. Press (8) key, (6) key.
(Press the # key after recording your name to stop the recording process)

Do not hang up after setting up your mailbox. You will be prompted to press the "X" (9) key to save your changes and exit the system.







Playing Your Messages

Internal: Lift Handset. Press  when flashing.






External: Dial Main phone number. When the sys answers press *, dial your mailbox number followed by * again.

*If you have a private phone number that rings your desk directly you may dial that number. When your greeting plays press * followed by your passcode.*

While Listening to a Message


-  (1) To pause the message for 30 seconds
-  (*) To back up 5 seconds
-  (#) To skip ahead 5 seconds
-  (8) To skip to the next message
-   (8 *) To return to the previous message

When You Have Finished Listening to a Message

-  (7) To Play the message again
-  (2) To Answer the message (*Received from another NuPoint user*)
-  (4) To Give or forward to another mailbox
-  (5) To Keep the message
-  (3) To Delete the message

NOTE: Your system may be configured to access these commands using your telephone LCD soft keys

Options to re-record your greeting, re-record your name or change your security code

- Access your Mailbox.
-  (8) For User options and follow the prompts