

SEDOL NuPoint Messenger Voice Mail

TO SETUP OR ACCESS YOUR MAILBOX FROM YOUR SEDOL DESK PHONE:

- Call the message center at extension **4000**
- Enter your voicemail passcode when prompted. (New extensions default to **1234**)

TO SETUP OR ACCESS YOUR MAILBOX FROM A **SHARED PHONE** OR **OUTSIDE** THE SCHOOL:

- Call into the school **847-986-1099**
- The greeting will answer with “Welcome to the Message Center”
- Dial your **mailbox** number (same as your extension number) then * key
- Enter your voicemail **passcode** when prompted. (New extensions default to **1234**)

New users: Follow the prompts to setup your mailbox

Enter a **new passcode** (up to 12 digits) plus #

Record a **Greeting**

Record your **Name**

VOICEMAIL → EMAIL

New voicemail messages will be sent to your email inbox and where an email will contain a clickable audio file which you can play over your computer’s speakers.

Other Voicemail Tips:

Listening to messages

Access your mailbox

Press P {**7**} to play a message

(the voicemail plays the date & time stamp of the message)

During message playback

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 **return** to beginning of previous message

After message playback

Press P {**7**} to **Play** the message **again**

Press A {**2**} to **Answer** the person who sent the message

Press G {**4**} to **Give** the message to another mailbox

Press K {**5**} to **Keep** the message

Press D {**3**} to **Discard** the message

Change Your Existing Voicemail Greeting

Press **8** to change user options

Press **4** to change greeting

Press **7** to record your new greeting

Good to Know:

- Discarded messages are deleted immediately
 - Unless you immediately retrieve it by pressing * or the **Undelete** softkey
- Kept messages are saved for 7 days in the voicemail system but voicemails sent to your email are kept until discarded.
- If you hang up without choosing to keep or discard, messages will be kept for 7 days, then discarded automatically.
- If you need set or change an extended absence greeting then dial in and Press **8** then Press **4** then Press **4** again.
 - Extended absence greetings will not allow callers to leave a message.