How to retrieve your voicemail

INSIDE YOUR COMPANY

FROM YOUR OWN EXTENSION

1. Dial the internal NuPoint UM Voice access number. **2500**
2. Enter your passcode when prompted.

FROM ANOTHER EXTENSION

1. Dial the internal NuPoint UM Voice access number.
2. Press the ***** key when prompted to enter a passcode
3. Enter your mailbox number followed by the ***** key.
4. Enter your passcode when prompted.

OUTSIDE YOUR COMPANY

FROM AN OUTSIDE LINE

586-285-8481

1. Dial the external NuPoint UM Voice access number.
2. Enter your mailbox number followed by the ***** key.
3. Enter your passcode when prompted.

FROM AN OUTSIDE LINE TO THE AUTOMATED RECEPTIONIST

1. Dial the NuPoint UM Receptionist number.
2. Press the ***** key to access the NuPoint UM Voice system.
3. Enter your mailbox number followed by the ***** key.
4. Enter your passcode when prompted.