Quick Reference Card

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- Record and send a message 2
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Listening Options
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- Forward 2
- Back up five seconds 3
- Delete 4
- Save 5
- Review 6
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- Reply 8
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- Info / group options 0

Manage Selected Messages
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- Save group 5

Recording Options
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- Pause or continue 2
- Back up five seconds 3
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- Set routing options 0

Select mailbox 1
- Record 2
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User Options (PhoneManager™)
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Busy greeting 1
- Standard greeting 2
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† Depending on how your UNIVERGE UM8700 system is set up, these commands may not be available. Please consult your system administrator for additional information.
Welcome!
Your organization’s new UNIVERGE® UM8700 unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone.

Before You Start
To set up UNIVERGE UM8700, your system administrator will give you the following information.

UNIVERGE UM8700 internal number:

UNIVERGE UM8700 external number:

Your subscriber mailbox number:

Your system administrator may also give you a default security code to use when you log on to UNIVERGE UM8700 for the first time.

Gaining Access to Your Mailbox
Follow these simple steps to start using UNIVERGE UM8700.

1. Call the internal or external number your administrator has given you for reaching your UNIVERGE UM8700 system.
2. If necessary, press # or any other key that your UNIVERGE UM8700 system requires.
3. If prompted, enter your subscriber mailbox number.
4. Enter a security code (or the default code, if your administrator has given you one).

Performing Common Tasks
If you’re looking for a quick hint on how to perform a specific task, read on.

Getting Started

If you want to . . .

Then enter . . .

Listen to new messages

1

Listen to saved messages

5

Listen to and recover messages you’ve marked for deletion (in this session only)

7

Review, forward, delete, or save messages you’ve selected

6

After Recording a Message

If you want to . . .

Then enter . . .

Record a message for another subscriber

2

While Listening to a Message

If you want to . . .

Then enter . . .

Increase playback speed

1 4

Decrease playback speed

1 7

Skip ahead five seconds

9

Skip back five seconds

3

Skip to the next message

7

Setting Up Your Mailbox

If you want to . . .

Then enter . . .

Change your busy greeting

3 1 3 1 or 3 5

Change your name recording

3 1 5

Change your out-of-office greeting

3 1 3 3 or 3 6

Change your password

3 1 4

Change your standard greeting

3 1 3 2 or 3 4

Set automatic message forwarding

3 2 4

Set Immediate Message Notification

3 1 1

Set message presentation ordering

3 2 5

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