



The first time you call...

Answer a few questions to set up your mailbox. The system asks you to record your name, spell your name, record a personal greeting, and set your security code.

- Call the system.
From inside your organization _____
From outside your organization _____
- When the system greets you, enter:
Personal ID _____
Security code _____
- Answer the system questions. Press **1** for Yes, **2** for No.
- When the system tells you that your mailbox is set up, press **1** or say "Yes" to confirm.

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To check your messages using a phone

- Call the system.
- Press your personal ID, if required.
- Press your security code, if required.
You will hear the main menu.
- Press **4**. While listening to a message, you can use the commands listed below.

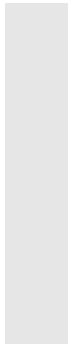
For	Press
Menu options	3
Slow down playback*	4
Adjust volume	5
Speed up playback*	6
Rewind	7
Pause	8
Fast forward	9

For	Press
Repeat	3 #
Save as new	3 0
Reply	3 4
Skip	3 5
Delete message	3 6
Archive	3 7
Time stamp	3 8
Redirect	3 9

* This feature might not be available at your site.

To access your mailbox by phone from outside your office

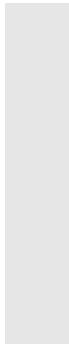
- Call the messaging system.



- When the system answers, enter your personal ID:



- Enter your security code:



- Press **4**.

During Message Playback

For	Press
Menu options	3
Slow down playback*	4
Adjust volume	5
Speed up playback*	6
Rewind	7
Pause	8
Fast forward	9
Repeat	3 #
Save as new	3 0
Reply	3 4
Skip	3 5
Delete message	3 6
Archive	3 7
Time stamp	3 8
Redirect	3 9

* Feature might not be available at your site.

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UM8000

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Start your Internet Browser

1. Type `http://<server name>/`
If you do not know the server name, contact your system administrator.
2. Type your voice mail user ID and security code.

NOTE: Add the Mailbox Manager site to your list of favorites in your Internet browser.

Welcome to UM8000, a simple, yet powerful, messaging system that enables you to send and manage voice, fax, and e-mail messages from a touchtone phone, a computer, or over the Internet.

This quick reference card provides the basic instructions for accessing the messaging system using a phone or computer. The tear-off portion of the card includes instructions for accessing the system from outside of your office.

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To access your mailbox setup by computer

1. Start Internet Explorer.
2. Type `http://<your server name>/mm`
If you do not know your server name, contact your system administrator.
3. Depending on how the messaging system is set up at your organization:
 - Type your Microsoft Windows[®] networking user name and password, if required.
 - Type your extension and messaging system password, if required.
4. Use Mailbox Manager to change security codes, greetings, call transfer and message options, call holding, message delivery and message group options by computer.

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Main Menu Shortcuts

Press Personal ID + security code +	
Check new messages	4
Leave messages	5
Review messages	6
Change setup options	7
Hear current greeting	7 4 4
Switch greetings	7 4 5
Change standard greeting	7 4 6
Change alternate greeting	7 4 7
Change busy greeting	7 4 8

Use these commands anywhere

To finish a recording *	*
To exit the system quickly	**
To hear menu options	3

* Feature might not be available at your site.

Other Shortcuts

Press Personal ID + security code +	
Change call transfer	7 6 4
Turn call transfer off	7 6 4 2
Turn call transfer on	7 6 4 1
Change phone number for	7 6 4 1 4
Turn call screening options	7 6 4 1 5
Change message delivery	7 6 5
Change security code	7 7 4
List message groups	7 5 6
Edit message groups	7 5 5
Add message groups	7 5 4

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