Quick Reference Card

NEC

Main Subscriber Menu

Listen to new messages (unread, then read)	1
Listen to saved messages	5
Listen to deleted messages	7
~~Listen to selected messages~~	~~6~~
Record and send a message	2
Set user options / PhoneManager	3

~~Message Ordering~~

~~Voice messages~~	~~1~~
~~Fax messages~~	~~2~~
~~Email messages~~	~~3~~
~~Messages from outside callers~~	~~4~~
~~Messages from a specific mailbox~~	~~5~~
~~All messages~~	~~0~~

Listening Options

Pause / Resume	1
Forward	2
Back up five seconds	3
Delete	4
Save	5
Review	6
Skip to next message	7
Reply	8
Advance five seconds	9
Info / group options	0

Continue listening	1
~~Change language†~~	~~3~~
Increase speed	4
~~Set bookmark~~	~~5~~
Decrease speed	7
Resume from bookmark	8

~~Manage Selected Messages~~

~~Listen~~	~~1~~
~~Forward group~~	~~2~~
~~Delete group~~	~~4~~
~~Save group~~	~~5~~

~~Message info~~	~~0~~
~~Select message~~	~~1~~
~~Cancel selection~~	~~2~~
~~Select all messages~~	~~7~~
~~Cancel all selections~~	~~8~~

Select mailbox	1
Record	2
Transfer to extension	3
Transfer to number	4

Speak your message	
Stop recording	2

Recording Options

Approve for sending	#
Pause or continue	2
Back up five seconds	3
Discard and start over	4
Review	6
Advance five seconds	9
Set routing options	0

Future delivery	1
Set urgent status	2
Restrict forwarding	3
~~Append a fax~~	~~4~~
Request a receipt	5
Leave callback number	8
Return to Recording Options	*

Enter a mailbox number, *optionally followed by . . .*	#

Remove last number entered	*
Cancel message	**
Send message	#

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Automated attendant options	3
Record your standard greeting	4
Record your busy greeting	5
Record your out-of-office greeting	6

Personal Options

Change message notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
~~Change language selection~~	~~7~~
~~Change SMS notification~~	~~0~~

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change message presentation ordering	5
Change message envelope settings	6

Automated Attendant Options

Change call screening	1
Change call blocking	2
Change extension-specific processing	3
Change diverted call processing	4

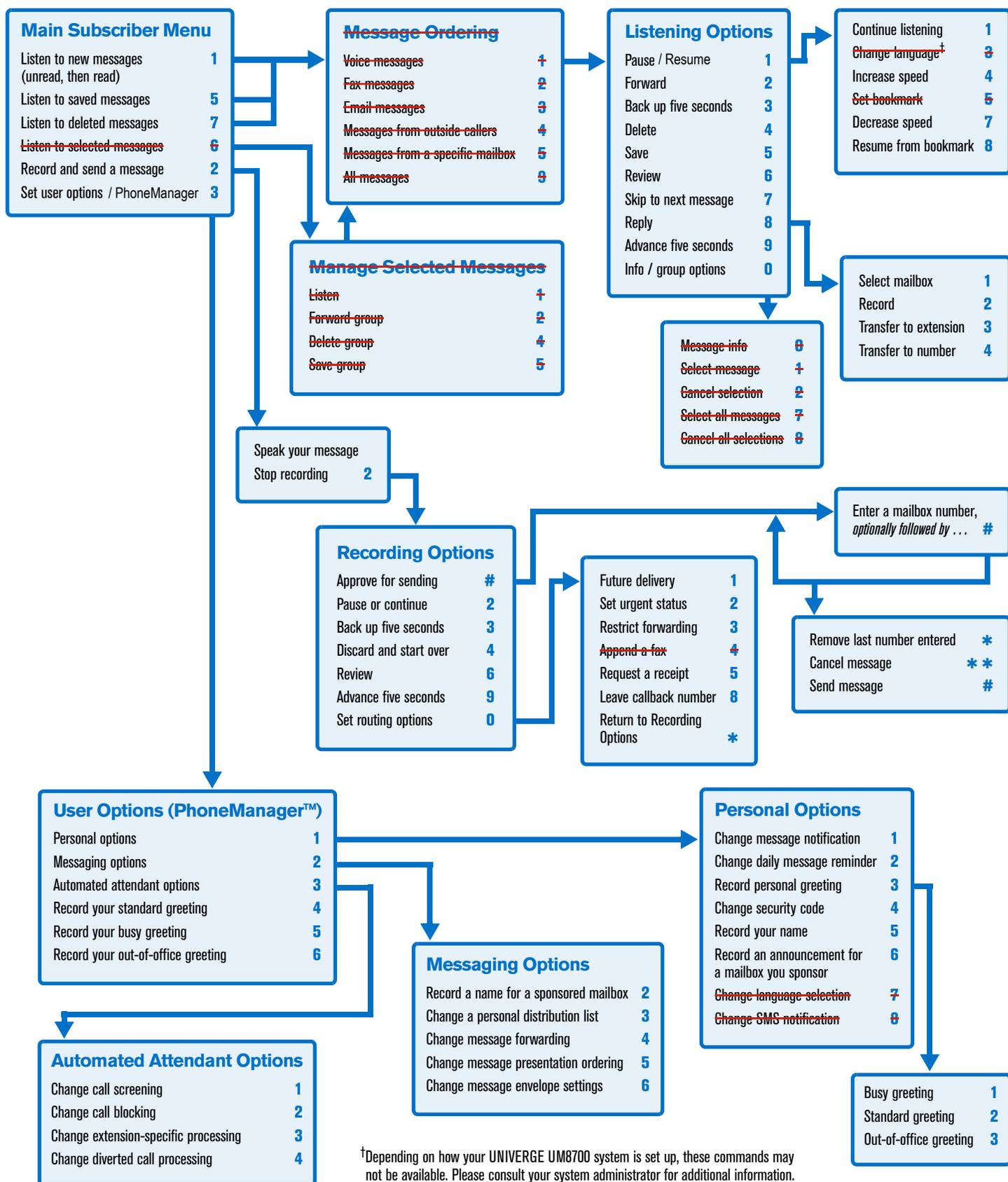|	
Busy greeting	1
Standard greeting	2
Out-of-office greeting	3

†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:

x4000

UNIVERGE UM8700 external number:

323-341-4000 (from a cell phone or off-campus phone)

Your subscriber mailbox number:

check with your supervisor or the ITS Helpdesk at x2880

Your system administrator may also give you a default security code to use when you log on to UNIVERGE UM8700 for the first time. **Default code: 0 0 0 0**

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

If you want to . . .	Then enter . . .
Record a message for another subscriber	2

After Recording a Message

If you want to . . .	Then enter . . .
~~Append a fax~~	~~0 4~~
Leave a number where you can be reached	0 8
Mark the message urgent	0 2
Request a return receipt	0 5
Request future delivery	0 1
Restrict forwarding of the message	0 3

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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