

VOICEMAIL INSTRUCTIONS

FIRST TIME VOICEMAIL SET-UP

1. Dial 4000.
2. At system prompt, enter the default security code **0000**.
3. The system will prompt you to enter a new security code (4 to 15 digits.) When finished, press **#**.
4. The system will prompt you to confirm your security code. When finished, press **#**.
5. The system will prompt you to record your first & last name. (Record your first & last name only.)
 - a. To start recording, press **2**. (Wait for the tone before speaking.)
 - b. To stop recording, press **2**.
 - c. Press **5** to save.
6. The system will prompt you to record a standard greeting.
 - a. To start recording, press **2**. (Wait for the tone before speaking.)
 - b. To stop recording, press **2**.
 - c. Press **6** to review (listen to) message.
 - d. Press **5** to save OR Press **4** to discard and re-record message.

You'll hear "Congratulations! You have successfully completed the initial voicemail setup." You may hang up anytime after hearing that you have successfully completed setup. The system will continue to list the following notes:

- You may change these or other options using the Phone Manager functions.
- At any time you may press **#** for help - the system replays all of the options available to you for the feature you are currently using.
- You may press ***** to cancel the current feature - the system stops and replays the previous menu options.
- Use the star key to move quickly from one function to another.

ACCESS VOICEMAIL FROM YOUR PHONE

1. Press the VM key on the phone or dial 4000.
2. Enter your security code.

ACCESS VOICEMAIL FROM OUTSIDE THE SYSTEM – HOME/CELL PHONE

1. Dial **(323) 341-4000**.
2. At system greeting, dial **#**, then your **extension**.
3. When prompted, enter your security code.

MAIN MENU SYSTEM PROMPTS

With a new message:

1. **Press 1** to listen to new message(s)
2. The system will announce the time the message was left that day. If message was left prior to the current day the system will announce the date and time.

Without a new message:

1. **Press 2** to record & send a message.
2. **Press 3** for phone manager functions.
3. **Press 5** to listen to saved messages.
4. **Press *** to quit.

WORKING WITH MESSAGES (AFTER MESSAGE PLAYBACK)

After you've listened to your message(s), you will hear the following system prompts:

1. **Press 4** to delete the message.
2. **Press 8** to reply to the message.
3. **Press 5** to save the message.
4. **Press 2** to forward the message.
5. **Press 6** to review (play from beginning) the message.

Additional options are available:

6. **Press 3** to go back 5 seconds
7. **Press 7** to skip to the next message.
8. **Press 9** to go forward 5 seconds

While listening to a message, you can also:

Press 1, 7 to decrease the speed of playback.
Press 1, 4 to increase the speed of playback.

TO RECORD AND SEND A MESSAGE

1. **Press 2** at main system menu prompt.
2. **Press 2** to start recording.
3. **Press 2** again to stop recording.
4. **Press #** to approve message for sending.
5. **Press 4** to discard and start over.
6. **Press 6** to review message.
7. **Press 0** for routing options
 - a. **Press 1** for future delivery
 - b. **Press 2** to set status as URGENT
 - c. **Press 3** to restrict forwarding.
 - d. **Press 8** to leave a callback number.

PHONE MANAGER FUNCTIONS

Following are the system prompts if you've selected option 3 for phone manager functions:

1. **Press 1** for personal options:
 - a. **Press 1** to change immediate message notification.
 - b. **Press 2** to change the daily message reminder.
 - c. **Press 3** to record a personal greeting.
 - d. **Press 4** to change your security code.
 - e. **Press 5** to change your recorded name.
 - f. **Press 6** to record an announcement for a mailbox you sponsor.
2. **Press 2** for messaging options.
3. **Press 4** to record your standard greeting.
4. **Press 6** to record your out of office greeting.
5. **Press *** to quit.

TRANSFER A CALL DIRECTLY TO VOICEMAIL

1. With the caller on the line, press TRANSFER and dial 4000.
2. When the main Voice Mail system menu is received, dial the desired 4-digit extension number and press the **#** key.
3. Hang up; original caller is now connected to the dialed individual's voicemail.

NEC Univerge UM8700 Voicemail QuickGuide

For additional instructions please visit <http://www.oxy.edu/its/services/telecommunications>

While listening to VM messages:

PLAY/
PAUSE

FWD
MSG

BACK 5s

DELETE

SAVE

BACK + Pg

SKIP

REPLY

FWD 5s

* 0 #

SLOW DOWN: 1, 7
SPEED UP: 1, 4

While listening to VM messages:

▶/||

↗

↶

🗑️

✓

↶

↷

↶

↷

* 0 #

SLOW DOWN: 1, 7
SPEED UP: 1, 4