

VOICEMAIL TRAINING FOR UM8000

SETTING UP YOUR VOICE MAILBOX FROM AN ANALOG PHONE

Setting Up your voicemail for the very first time

The first time you call...you need to 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.

Setting up your voicemail from inside your organization from the phone your extension is assigned to for the first time:

Dial 6000. The system will prompt for a security code. Since you are setting up voicemail for the very first time, you will need to enter the default security code 0000. The prompts will then guide you to complete your voicemail setup. Press 1 for "yes" and press 2 for "no".

Checking your voicemail after you have complete the initial setup procedures

Go to your assigned phone, dial 6000. You will then be prompted for your security code. Once entered you are in normal voicemail functionality applies.

Calling your voicemail box from a phone that is not assigned to you within your organization: (Calling your mailbox from someone elses phone)

Dial 6000, wait a couple of seconds, now press #, you should hear the main greeting for your organization; now press 9 + your extension number. You will then be prompted for your security code. Once entered you are in, and normal voicemail functionality applies.

Calling your voicemail box from outside your organization

Dial your organization's phone number 518-853-4415, you should hear the main greeting for your organization, now enter 9 + your extension number. You will then be prompted for your security code. Once entered you are in and normal voicemail functionality applies.

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

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

FOR:	PRESS:
REPEAT	3 #
SAVE AS NEW	3 0
REPLY	3 4
SKIP	3 5
DELETE MESSAGE	3 6
ARCHIVE/SAVE	3 7
TIME STAMP	3 8
REDIRECT	3 9

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
CHANGES 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

TO TRANSFER A CALL

Press hook flash, dial the extension, hang up

**Single line telephone users can press hookflash to retrieve the call. If a call was transferred and the analog user has hung up the handset, the call can be retrieved by dialing ** and the extension number to which it transferred