NOTICE

Note that when converting this document from its original format to a .pdf file, some minor font and format changes may occur. When viewing and printing this document, we cannot guarantee that your specific PC or printer will support all of the fonts or graphics. Therefore, when you view the document, fonts may be substituted and your individual printer may not have the capability to print the document correctly.



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.

1. Call the system.	
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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. Or, if your system includes speech recognition, you can say "Yes" or "No."
- When the system tells you that your mailbox is set up, press 1 or say "Yes" to confirm.



To check your messages using a phone

- 1. 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 playbac*	6
Rewind	7
Pause	8
Fast forward	9
Repeat	#

For	Press
Save as new	*
Reply	34
Skip	35
Delete message	36
Archive	37
Time stamp	38
Redirect	39

The feature might not be available at your site.

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Enter your security



Use these commands anywhere	anywhere
To finish a recording *	*
To exit the system quickly	* *
To hear menu options	3

4dd message groups

Personal ID + security code +	code +
Check new messages	4
Leave messages	5
Review messages	6
Change setup options	7
Hear current greeting	744
Switch greetings	745
Change standard greeting	746
Change alternate greeting	747

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Other

Change p	7	ptions
Turn call	6	es
Turn call	5	S
Change o	4	sages
Person	+ security code +	+ secur

ange call transfer	764
n call transfer off	7642
n call transfer on	7641
ange phone number for	76414
n call screening options	76415
ange message delivery	765
ange security code	774
t message groups	756
it message groups	755
d message groups	754



To access your mailbox setup by computer

- 1. Start Internet Explorer or Mozilla.
- 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 view messages in your mailbox, change security codes, greetings, call transfer and message options, call holding, message delivery and message group options by computer.

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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 UM4730, 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 guick 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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