NOTICE

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.

   From inside your organization _____

   From outside your organization _____

2. When the system greets you, enter:

   Personal ID _____

   Security code _____

3. Answer the system questions. Press 1 for Yes, 2 for No. Or, if your system includes speech recognition, you can say "Yes" or "No."

4. 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.
2. Press your personal ID, if required.
3. Press your security code, if required.

   You will hear the main menu.
4. 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.*

To access your mailbox by phone from outside your office

1. Call the messaging system.

2. When the system answers, enter your personal ID:

3. Enter your security code:

4. Press 4.

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

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	744
Switch greetings	745
Change standard greeting	746
Change alternate greeting	747
Change busy greeting	748

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	764
Turn call transfer off	7642
Turn call transfer on	7641
Change phone number for	76414
Turn call screening options	76415
Change message delivery	765
Change security code	774
List message groups	756
Edit message groups	755
Add 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 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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