Quick Reference Card
for Avaya Intuity AUDIX Emulation

NEC

Activity Menu

Record and send a message	1
Get and respond to messages	2
Change user options	5
Exit	* * 7

Record Messages Menu

Pause or continue recording	1
Replay	2 3
Delete	* 3
Approve for sending	#

Address Messages Menu

Enter destinations	*number*, then #
Review or modify list of destinations	* 1
Address by name	* 2
Delete last destination	* 3
Add personal distribution list	* 5
Finish addressing	#

Send Options Menu

Set or clear Private status	1
Set or clear Urgent status	2
Set or clear Future Delivery	3
Send	#

Playback Options

Rewind to beginning of message	2
Pause or continue playback	3
Go back 5 seconds	5
Advance 5 seconds	6
Decrease speed	8
Increase speed	9

Message Type
(optional)

Voice messages	1
Fax messages	2
Email messages	3

Get Messages Menu
(while or after message header plays)

Listen to the message	0
Respond or forward	1
Print a fax	* 1
Replay header†	2 3
Delete	* 3
Recover	* * 8
Skip to the next message	#

Response and Forwarding Menu

Reply by voice message	1
Forward with comment	2
Return to Get Messages menu	#

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	8

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. When you call in, our Avaya Intuity AUDIX emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

Before You Start

To set up UNIVERGE UM8700, your system administrator will give you the following information.

UNIVERGE UM8700 internal number:

_____

UNIVERGE UM8700 external number:

_____

Your subscriber mailbox number:

_____

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

Gaining Access to Your Mailbox

Follow these simple steps to start using UNIVERGE UM8700.

1. Call the UNIVERGE UM8700 internal or external number.
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 . . .*
Record and send a message	**1**
Review all new messages	**2**

After Recording and Approving a Message

If you want to . . .	*Then enter . . .*
Mark the message private	**# 1**
Mark the message urgent	**# 2**
Request future delivery	**# 3**
Address the message to the first subscriber and to each additional subscriber	***destination #***
Review or modify your list of recipients	**∗ 1**
Look up a recipient in the subscriber directory	**∗ 2**
Delete the last mailbox number you entered	**∗ 3**
Send the message	**# #**

After Listening to a Message

If you want to . . .	*Then enter . . .*
Forward the message to another subscriber	**1 2**
Delete the message	**∗ 3**
Reply (with a new voice message)	**1 1**
Send the message to your default fax number (if it is a fax)	**∗ 1 1**
Send the message to a fax number you specify (if it is a fax)	**∗ 1 2**

Setting Up Your Mailbox

If you want to . . .	*Then enter . . .*
Change your busy greeting	**5 5** **or 5 1 3 1**
Change your name recording	**5 1 5**
Change your out-of-office greeting	**5 6** **or 5 1 3 3**
Change your password	**5 1 4**
Change your standard greeting	**5 4** **or 5 1 3 2**
Create or update a personal distribution list	**5 2 3**
Set automatic message forwarding	**5 2 4**
Set Immediate Message Notification	**5 1 1**

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