

NOTICE

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UM4730

Default conversation at a glance

Welcome to UNIVERGE® UM4730, a simple yet powerful messaging system that can greet your callers and record your messages. You will find it quick and easy to use.

The chart on the following page shows the menus available by phone using the default phone user interface. Some of the touch-tone keys used to manage messages by phone are different from those described in the other documents.

NOTE: Some features shown might not be available at your site.

Using the system

The system conversation leads you quickly to your destination. You will hear a menu of options. Enter the number associated with the option to perform the particular task. The messaging system menu options are shown on the following page.

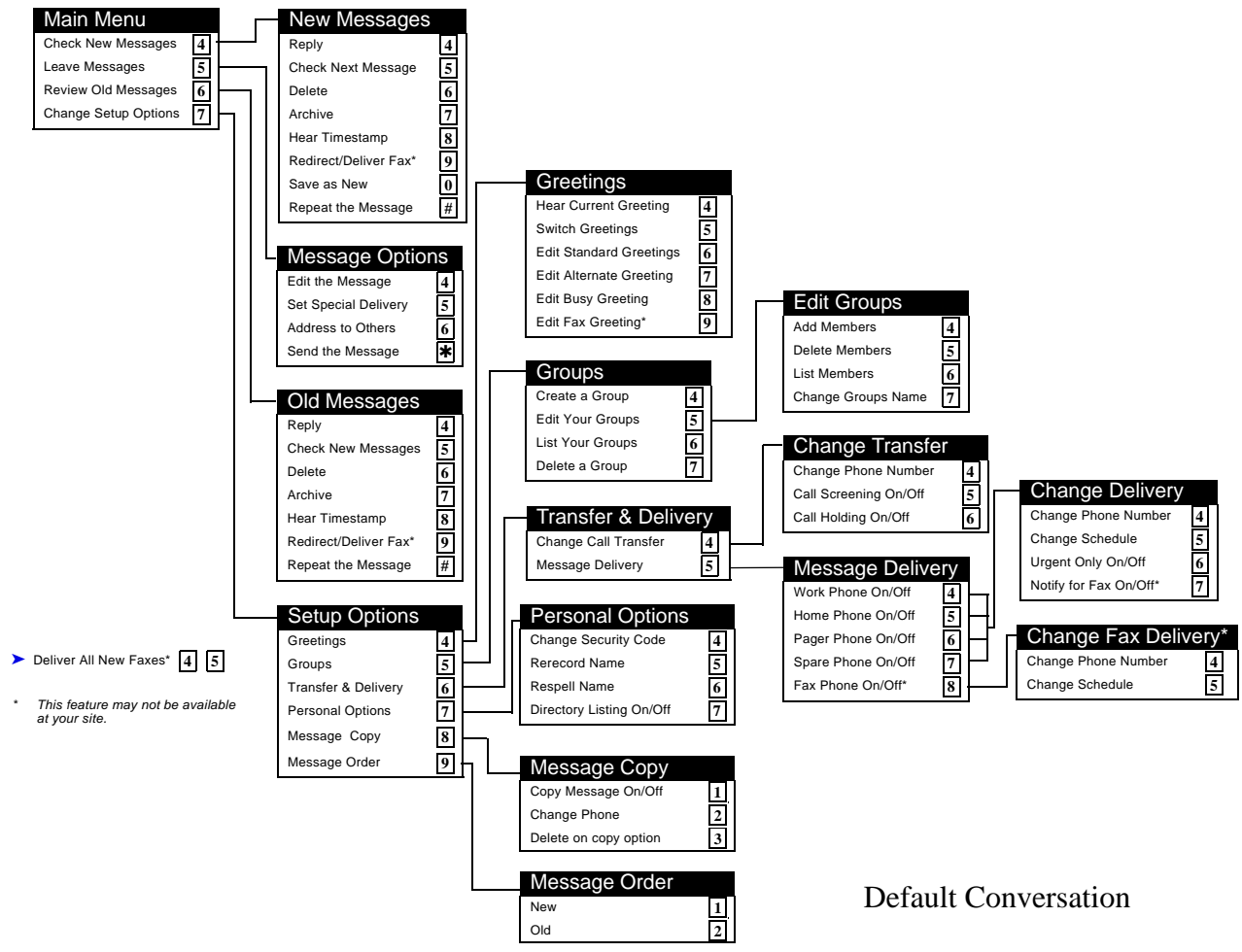
For more detailed information see:

- Visual Messaging help (press F1 or use the Help menu).
- Messaging system phone help (press 3 in response to any yes/no question).
- The User Guide, available in Acrobat format.

To set up your mailbox by phone

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/User ID _____
Security code _____
- 3** Answer the system questions. Press **1** for Yes, **2** for No.
When the system tells you that your mailbox is set up, press **1** to confirm.



Default Conversation

Message playback options

For	Press
SLOWER	4
SOFTER/LOUDER	5
FASTER	6
BACKWARD	7
PAUSE	8
FORWARD	9
EXIT	*

Main menu

Task	Shortcut
CHECK NEW MESSAGES	4
LEAVE MESSAGES	5
REVIEW MESSAGES	6
CHANGE SETUP OPTIONS	7
CHANGE CALL TRANSFER, MESSAGE DELIVERY	7 6
CHANGE SECURITY CODE, VOICE MAILBOX NAMES	7 7
SWITCH PERSONAL GREETINGS	7 4 5

To access your mailbox from outside your organization

1. CALL THE MESSAGING SYSTEM

2. WHEN THE SYSTEM GREETES YOU,
ENTER YOUR PERSONAL ID:

YOUR SECURITY CODE:

Quick message actions

Task	Shortcut
REPEAT THE MESSAGE	3 #
SAVE MESSAGE AS NEW (NEW MESSAGES ONLY)	3 0
CHECK THE NEXT MESSAGE	3 5
DELETE A MESSAGE	3 6
ARCHIVE A MESSAGE	3 7
HEAR WHEN THE MESSAGE WAS SENT	3 8
REDIRECT THE MESSAGE	3 9
EXIT QUICKLY (TOUCHTONE PHONES ONLY)	*

1 YES 2 NO

* MAIN MENU