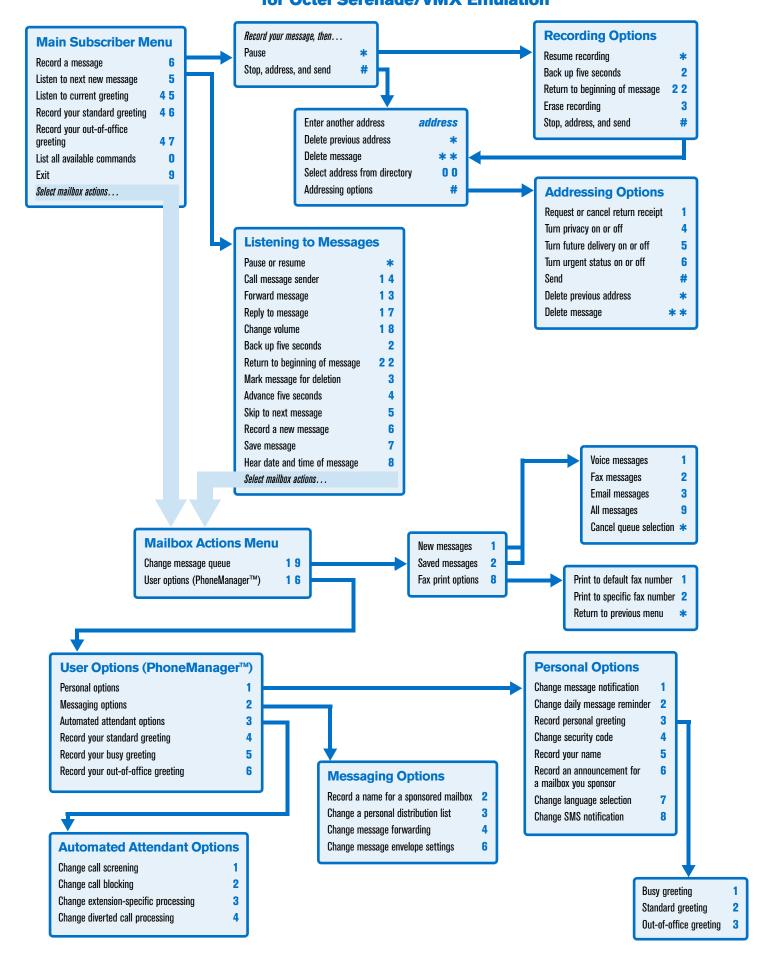
# Quick Reference Card





### 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 Octel Serenade/VMX 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.

- Call the UNIVERGE UM8700 internal or external number.
- If necessary, press # or any other key that your UNIVERGE UM8700 system requires.
- 3. If prompted, enter your subscriber mailbox number.
- 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	6
Review all new messages	191
Review saved messages	192
Review the first available new message	5

# After Recording and Addressing a Message

If you want to	Then enter
Mark the message private	# 4
Mark the message urgent	# 6
Request a return receipt	# 1
Request future delivery	# 5

# After Listening to a Message

If you want to	Then enter
Forward the message to another subscriber	1 3
Delete the message	3
Reply (to an extension)	1 7
Reply (to an outside number)	1 4
Save the message	7
Send the message to your default fax number (if it is a fax)	1981
Send the message to a fax number you specify (if it is a fax)	1982

### Setting Up Your Mailbox

If you want to	Then enter
Change your busy greeting	16131
Change your name recording	1615
Change your out-of-office greeting	1 6 1 3 3 or 4 7
Change your password	1614
Change your standard greeting	1 6 1 3 2 or 4 6
Set automatic message forwarding	1624
Set Immediate Message Notification	1611

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