



UM8500

Default telephone user interface:

Default conversation at a glance

The chart on the next page shows the menus available by phone using the default telephone user interface.

Please refer to this chart when managing messages by phone.

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

The first time you call

1. Dial the internal or external unified messaging system phone number.
2. If you dialed the external phone number, press * when the system answers.
3. If required, enter your ID, then press #.
4. If required, enter your password.
5. Depending on how the system is set up, you might be asked to:
 - Record your name.
 - Record a greeting.
 - Set a new password.
 - Choose whether to be listed in directory assistance.

Access the system by phone

1. Dial the internal or external unified messaging system phone number.
2. If you dialed the external phone number, press ***** after the system answers.
3. If required, enter your ID, then press **#**.
4. If required, enter your password.

Default conversation at a glance

1

Listen to new messages

3

Listen to old messages

During message header

- 1** Restart header
- 2** Save
- 3** Delete[†]
- 5** Change volume
- 8** Pause or Continue
- #** Skip header

[†]Not available during PBM.

During message

- 1** Repeat message
- 2** Save
- 3** Delete[†]
- 5** Change volume
- 7** Rewind
- 8** Pause or Continue
- 9** Fast-Forward

[†]Not available during PBM.

After message

- 1** Repeat message
- 2** Save[‡]
- 3** Delete[†]
- 4** Reply
- 5** Forward message[†]
- 6** Save as new
- 7** Rewind
- 8** Send e-mail/fax to fax machine*
- 9** Play message summary

*Available only with fax option.
[†]Not available after PBM.
[‡]Not available after unheard PBM.

2

Send a message

6

Send a priority broadcast message (PBM)

Address and record the message, then:

- 1** Message options
- #** Send message now

- 1** Change addressing
- 2** Change recording
- 3** Set special delivery
- 4** Review message
- #** Send message

- 1** Add a name
- 2** Hear all names
- 3** Remove a name
- #** Send message

- 1** Hear recording
- 2** Save recording
- 3** Rerecord
- 4** Add to recording
- #** Send message

- 1** Urgent[†]
- 2** Return receipt
- 3** Private[†]
- 4** Future delivery
- 5** Set expiration
- 9** Force listening[‡]
- #** Send message

[†]Not available for PBM.
[‡]Only available for PBM.

8

Where you are

- 1** Redirect calls to number you are calling from or redirect to a specified number
- 2** Other transfer options
- 3** Override/revert to normal FindMe FollowMe policies*

*Available only if FindMe FollowMe is enabled.

Use these keys anytime:

- 0** Help
- *** Cancel or back up
- #** Skip or move ahead

(Continued on next page)

Default conversation at a glance

(Continued from previous page)

4
Setup options

