

### **UM**8500

### 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

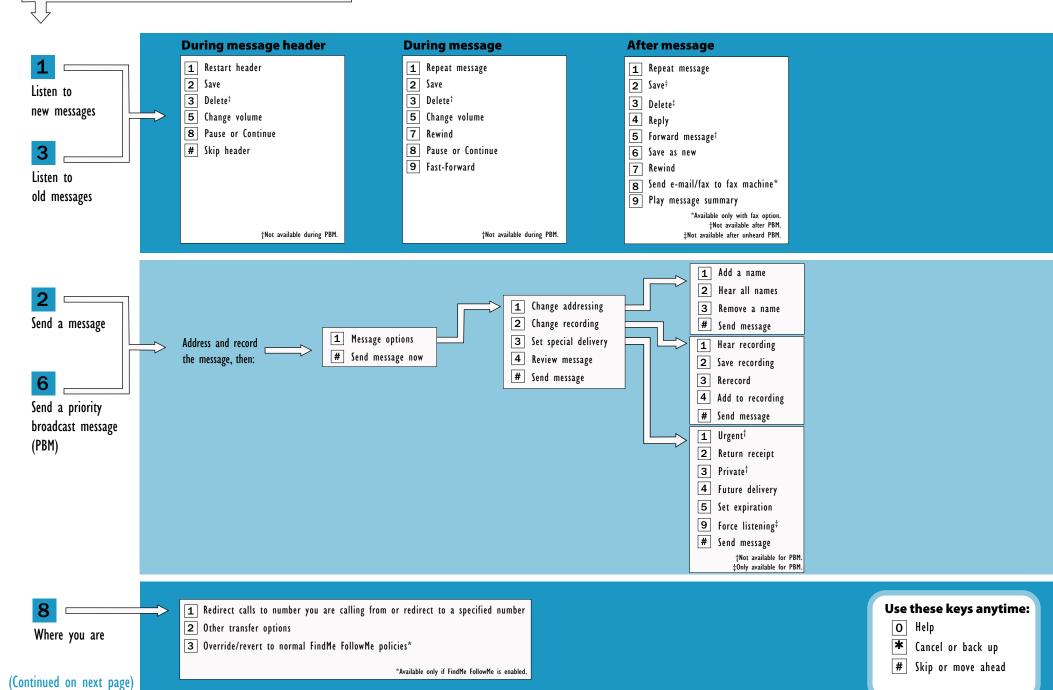
- **1.** Dial the internal or external unified messaging system phone number.
- 2. If you dialed the external phone number, press \* when the system answers.
- 3. If required, enter your ID, then press #.
- 4. If required, enter your password.
- 5. Depending on how the system is set up, you might be 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**



## **Default conversation at a glance**

(Continued from previous page)

