

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

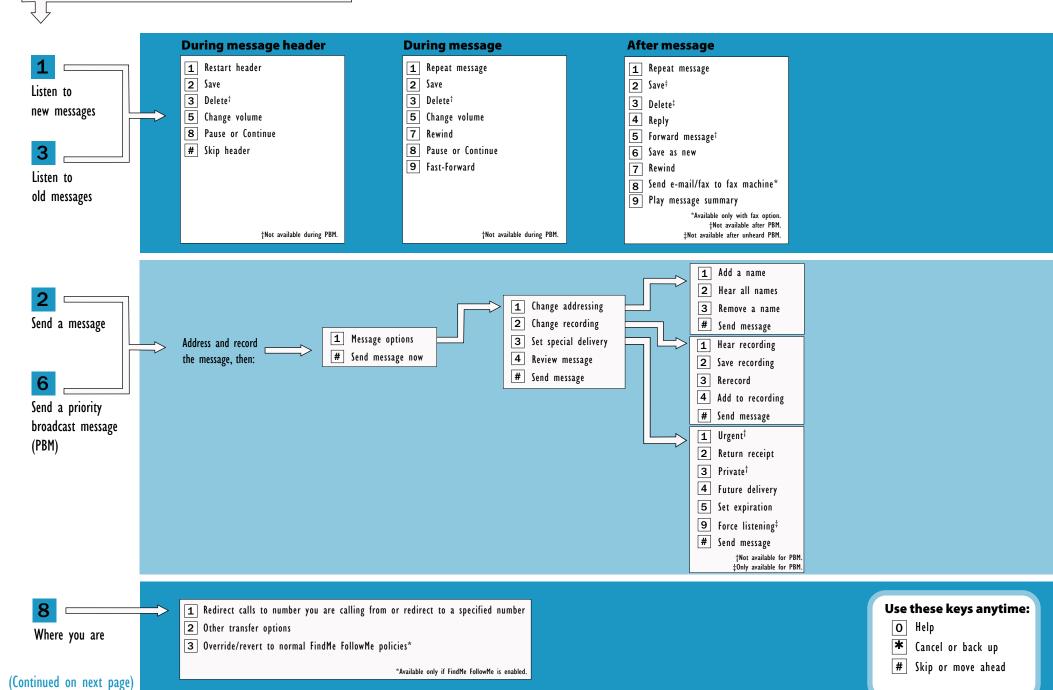
- **1.** Dial the internal or external unified messaging system phone number.
- 2. If you dialed the external phone number, press * when the system answers.
- 3. If required, enter your ID, then press #.
- 4. If required, enter your password.
- 5. Depending on how the system is set up, you might be asked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

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