

NOTICE

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Centigram Conversation at a Glance

Welcome to UNIVERGE® UM4730 — a simple yet powerful messaging system that can greet your callers and record your messages. The messaging system is quick and easy to use.


The chart on the following page shows the menus available using the default telephone user interface on your phone.

NOTE: Some features might not be available in your organization.

Using the system

The messaging system plays a menu of options. Press the number associated with an option to perform the particular task.

For more detailed information about the messaging system see:

- ◆ *Mailbox Manager Help*, click  to view the Help topics.
- ◆ 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, 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.

Message Playback Options

For	Press
Slower	4
Softer/Louder	5
Faster	6
Backward	7
Pause	8
Forward	9
Exit	*

Quick Message Shortcuts

Task	Shortcut
Repeat the message	3 7
Save message as new (new messages only)	3 #
Check the next message	3 8
Delete the message	3 3
Archive the message	3 5
Hear when the message was sent	3 9
Redirect the message	3 4
Exit Quickly (touchtone phones only)	*

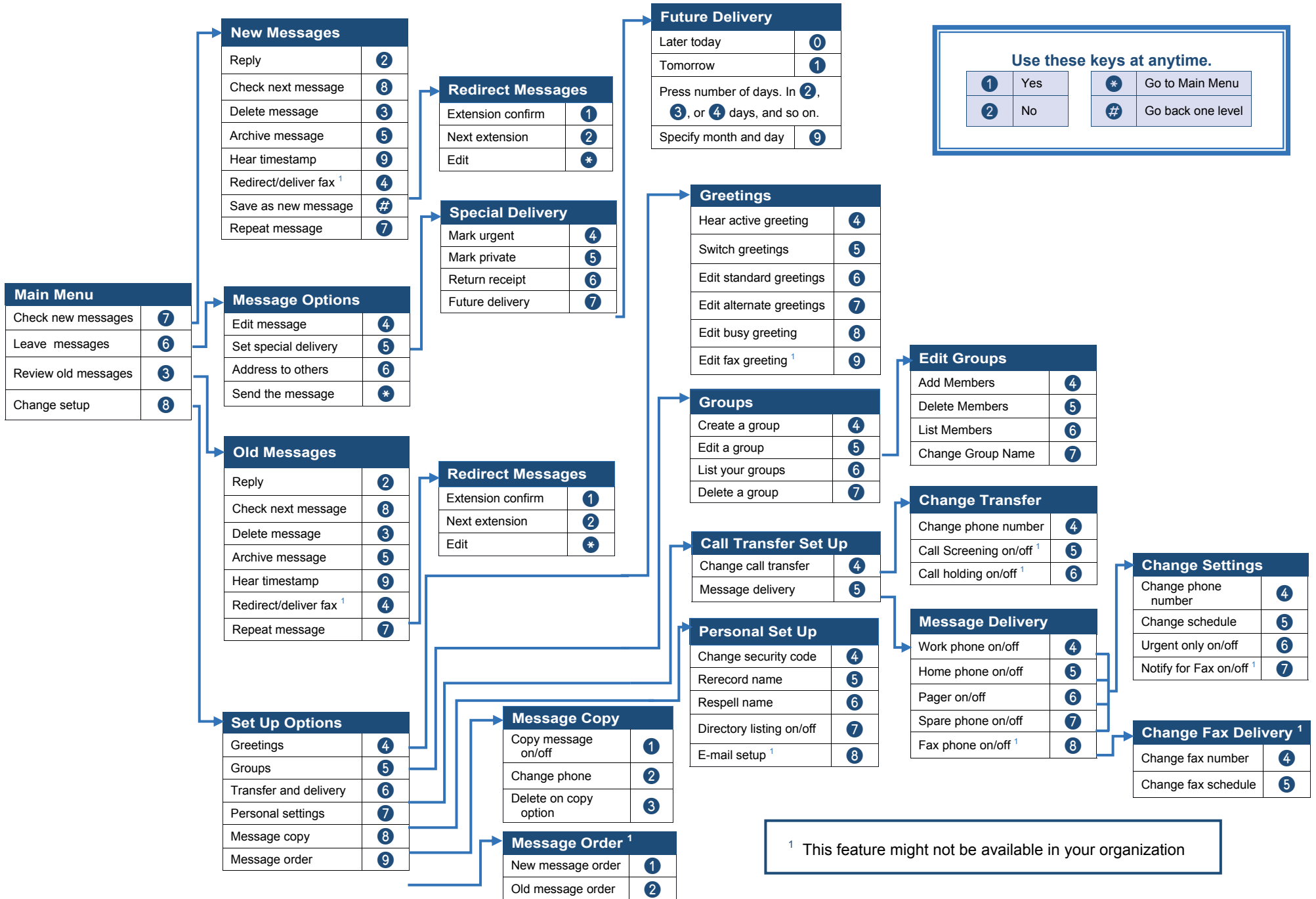
Main Menu

Task	Shortcut
Check for new message	7
Leave messages	6
Review messages	3
Change setup	8
Change call transfer and message delivery settings	8 6
Change security code and mailbox names	8 7
Switch personal greetings	8 4 5

Use These Keys Anytime

Task	Shortcut
Respond Yes	1
Respond No	2
Return to the Main Menu	*
Go back one level	4

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Main Menu	
Check new messages	7
Leave messages	6
Review old messages	3
Change setup	8

New Messages	
Reply	2
Check next message	8
Delete message	3
Archive message	5
Hear timestamp	9
Redirect/deliver fax ¹	4
Save as new message	#
Repeat message	7

Redirect Messages	
Extension confirm	1
Next extension	2
Edit	*

Future Delivery	
Later today	0
Tomorrow	1
Press number of days. In 2,	
3, or 4 days, and so on.	
Specify month and day	9

Message Options	
Edit message	4
Set special delivery	5
Address to others	6
Send the message	*

Special Delivery	
Mark urgent	4
Mark private	5
Return receipt	6
Future delivery	7

Greetings	
Hear active greeting	4
Switch greetings	5
Edit standard greetings	6
Edit alternate greetings	7
Edit busy greeting	8
Edit fax greeting ¹	9

Old Messages	
Reply	2
Check next message	8
Delete message	3
Archive message	5
Hear timestamp	9
Redirect/deliver fax ¹	4
Repeat message	7

Redirect Messages	
Extension confirm	1
Next extension	2
Edit	*

Groups	
Create a group	4
Edit a group	5
List your groups	6
Delete a group	7

Edit Groups	
Add Members	4
Delete Members	5
List Members	6
Change Group Name	7

Call Transfer Set Up	
Change call transfer	4
Message delivery	5

Change Transfer	
Change phone number	4
Call Screening on/off ¹	5
Call holding on/off ¹	6

Set Up Options	
Greetings	4
Groups	5
Transfer and delivery	6
Personal settings	7
Message copy	8
Message order	9

Message Copy	
Copy message on/off	1
Change phone	2
Delete on copy option	3

Personal Set Up	
Change security code	4
Rerecord name	5
Respell name	6
Directory listing on/off	7
E-mail setup ¹	8

Message Delivery	
Work phone on/off	4
Home phone on/off	5
Pager on/off	6
Spare phone on/off	7
Fax phone on/off ¹	8

Change Settings	
Change phone number	4
Change schedule	5
Urgent only on/off	6
Notify for Fax on/off ¹	7

Message Order ¹	
New message order	1
Old message order	2

Change Fax Delivery ¹	
Change fax number	4
Change fax schedule	5