

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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