UNIVERGE® UM8000

Unified Messaging System

Default Conversation at a Glance

Welcome to UNIVERGE® UM8000, a simple yet powerful messaging system that can greet your callers and record your messages. You will find it quick and easy to use.

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

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

Using the System

The system conversation leads you quickly to your destination. You will hear a menu of options. Enter the number associated with the option to perform the particular task.

The messaging system menu options are shown on the following page. For more detailed information see:

- ◆ Visual Messaging help (press F1 or use the Help menu).
- ◆ Messaging system phone help (press 3 in response to any yes/no question).
- ◆ 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, spell 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 ❶ for Yes, ❷ for No.

    .When the system tells you that your mailbox is set up, press ❶ to

Message Playback Options

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

Main Menu

Task	Shortcut
Check for new message	④
Leave messages	⑤
Review messages	⑥
Change setup	⑦
Change call transfer and message delivery settings	⑦⑥
Change security code and mailbox names	⑦⑦
Switch personal greetings	⑦④⑤

Quick Message Shortcuts

Task	Shortcut
Repeat the message	❸#
Save message as new (new messages only)	❸⓪
Check the next message	❸⑤
Delete the message	❸⑥
Archive the message	❸⑦
Hear when the message was sent	❸⑧
Redirect the message	❸⑨
Exit Quickly (touchtone phones only)	＊

Use These Keys Anytime

Task	Shortcut
Respond Yes	❶
Respond No	❷
Return to Main Menu	＊
Go back one level	#

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New Messages

Reply	4
Check next message	5
Delete message	6
Archive message	7
Hear timestamp	8
Redirect/deliver fax [1]	9
Save as new message	0
Repeat message	#

Redirect Message

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 & Day	9

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

Edit Groups

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

Message Options

Edit message	4
Change special delivery	5
Send to others	6
Send message	*

Groups

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

Main Menu

Check new messages	4
Leave messages	5
Review old messages	6
Change setup options	7

Old Messages

Reply	4
Check next message	5
Delete message	6
Archive message	7
Hear timestamp	8
Redirect/deliver fax [1]	9
Repeat message	#

Redirect Message

Confirm	1
Next extension	2
Edit	*

Call Transfer Set Up

Transfer settings	4
Message delivery	5

Change Transfer

Change number	4
Call Screening on/off [1]	5
Call holding on/off [1]	6

Personal Set Up

Change security code	4
Rerecord name	5
Spell name	6
Directory status on/off	7
Email setup [1]	8

Change Settings

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

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 options	3

Message Delivery

Work phone on/off	4
Home phone on/off	5
Pager on/off	6
Spare phone on/off	7
Fax machine on/off [1]	8

Change Delivery [1]

Change number	4
Change schedule	5

Message Order [1]

New message order	1
Old message order	2

1	Yes
2	No
*	Go to Main Menu
#	Go to Previous Menu

[1] This feature might not be available in your organiza-

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