Quick Reference Card
for Octel Aria Emulation

NEC

Main Subscriber Menu

Listen	1
Locate messages	3
Send	2
User options	4

Message Access

Unread voice messages	1
All voice messages	2
Saved messages	5
Fax messages	3
Email messages	4

While Listening

Transfer to the operator	0 0
Back up five seconds	1
Return to start	1 1
Pause or continue	2
Advance five seconds	3
Advance to end	3 3
Decrease speed	4
Slowest speed	4 4
Play message info	5
Increase speed	6
Fastest speed	6 6
Change playback language (email messages only)	7
Go to saved messages	# #

After Listening

Review	4
Play message info	5
Forward	6
Delete	7
Reply	8
Transfer to sender's extension	8 8
Transfer to sender's outside #	8 4
Save	9
Skip (mark as read)	#
Go to saved messages	# #
Print (fax messages only)	2

To your default fax number	1
To a fax number of your choice	2

Fax and Email Options

Unread messages	1
All messages	2
Saved messages	3

Locating Messages

From another subscriber	1
From outside callers	2

Record at the tone. Then...

Stop when message is complete	#
Stop and replay message	1

Enter a mailbox number
or
Directory	#

Send
Send	*
or	
Add another recipient	

While Recording

Back up five seconds	1	Continue recording	5
Return to start	1 1	Increase speed	6
Pause	2	Fastest speed	6 6
Advance five seconds	3	Cancel recording	*
Advance to end	3 3		
Decrease speed[†]	4		
Slowest speed[†]	4 4		

Delivery Options

Restrict message forwarding	1
Set urgent status	2
Request a receipt	3
Specify future delivery	4
Leave a callback number	8
Finish choosing options	#

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Automated attendant options	3
Record your standard greeting	4
Record your busy greeting	5
Record your out-of-office greeting	6

Personal Options

Change message notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
Change language selection	7
Change SMS notification	8

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change message envelope settings	6

Automated Attendant Options

Change call screening	1
Change call blocking	2
Change extension-specific processing	3
Change diverted call processing	4

Busy greeting	1
Standard greeting	2
Out-of-office greeting	3

[†]Depending on how your UNIVERGE UM8700 system is set up, these commands may not be available. Please consult your system administrator for additional information.
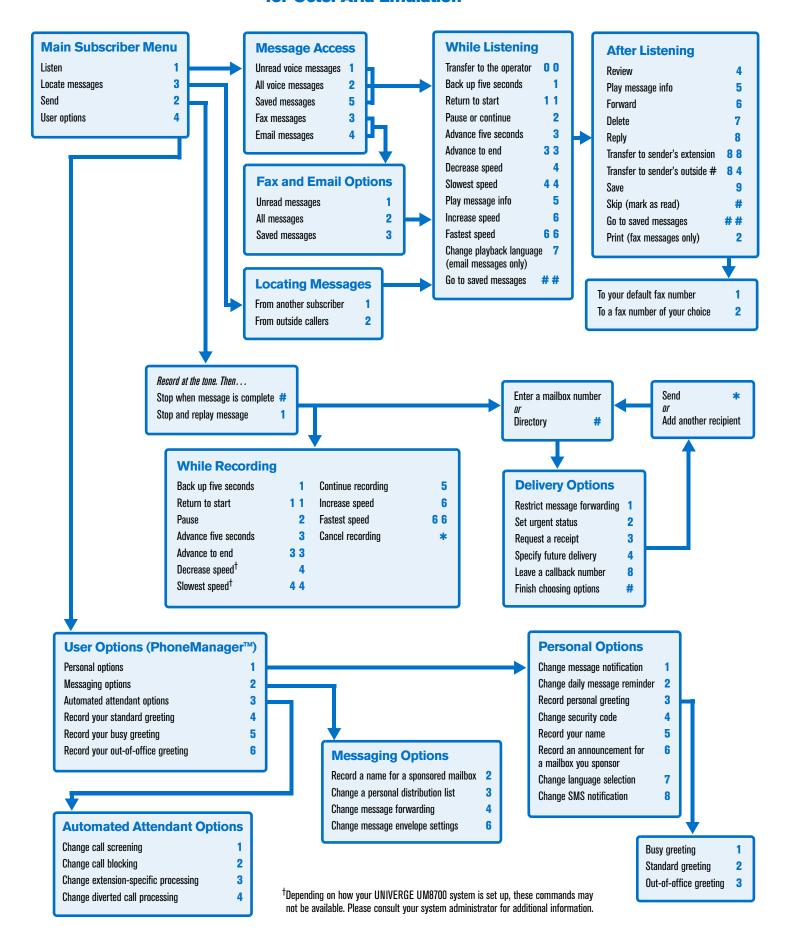
Welcome!

Your organization's new UNIVERGE® UM8700 unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, our Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

Before You Start

To set up UNIVERGE UM8700, your system administrator will give you the following information.

UNIVERGE UM8700 internal number:

UNIVERGE UM8700 external number:

Your subscriber mailbox number:

Your system administrator may also give you a default security code to use when you log on to UNIVERGE UM8700 for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using UNIVERGE UM8700.

1. Call the UNIVERGE UM8700 internal or external number.
2. If necessary, press # or any other key that your UNIVERGE UM8700 system requires.
3. If prompted, enter your subscriber mailbox number.
4. Enter a security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you're looking for a quick hint on how to perform a specific task, read on.

Getting Started

If you want to . . .	Then enter . . .
Listen to new voice messages	1 1
Review new fax messages	1 3 1
Review new email messages	1 4 1
Locate messages from a specific subscriber	3 1

If you want to . . .	Then enter . . .
Locate messages from outside callers	3 2
Record and send a message	2

After Recording and Addressing a Message

If you want to . . .	Then enter . . .
Restrict forwarding of the message	1
Mark the message urgent	2
Request a return receipt	3
Request future delivery	4
Leave a number where you can be reached	8

After Listening to a Message

If you want to . . .	Then enter . . .
Forward the message to another subscriber	6
Delete the message	7
Reply	8
Transfer to a sender's extension	8 8
Transfer to a sender's outside number	8 4
Save the message	9
Send the message to your default fax number (if it is a fax)	2 1
Send the message to a fax number you specify (if it is a fax)	2 2

Setting Up Your Mailbox

If you want to . . .	Then enter . . .
Change your busy greeting	4 1 3 1 or 4 5
Change your name recording	4 1 5
Change your out-of-office greeting	4 1 3 3 or 4 6
Change your password	4 1 4
Change your standard greeting	4 1 3 2 or 4 4
Set automatic message forwarding	4 2 4

NEC

If you want to ...	*Then enter ...*
Set Immediate Message Notification	**4 1 1**