UNIVERGE®

UM8500

Optional telephone user interface:

Centigram simple emulation at a glance

The chart on the next page shows the menus available by phone using the optional Centigram telephone user interface simple emulation.

Some of the touchtone keys used to manage messages by phone are different from those described in the other documents.

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.

NEC®

Centigram simple emulation at a glance

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.

7 Listen to new messages

3 Listen to old messages

During message header
- **2** Reply†
- **3** Delete†
- **4** Forward†
- **5** Save†
- **6** Skip, save as new†
- **9** Skip header
- **#** Skip message†

†Not available during PBM.

During message
- **1** Repeat message
- **2** Reply†
- **3** Delete†
- **5** Change volume
- **7** Rewind
- **8** Pause/Resume
- **9** Fast Forward‡
- **#** Skip message‡

†Not available during PBM.
‡Not available during PBM with forced listening.

During message footer
- **2** Reply
- **3** Delete‡
- **4** Forward†
- **5** Save†
- **6** Skip, save as new†
- **7** Repeat
- **9** Message summary†
- **#** Skip message

†Not available after PBM.
‡Not available after unheard PBM.

After message
- **2** Reply
- **3** Delete‡
- **4** Forward†
- **5** Save†
- **6** Skip, save as new†
- **7** Repeat
- **9** Message summary†
- **#** Skip message

†Not available after PBM.
‡Not available after unheard PBM.

2 Where you are
- **1** Redirect calls to number you are calling from or redirect to a specified number
- **2** Other transfer options
- **3** Override/revert to normal FindMe FollowMe policies*

*Available only if FindMe FollowMe is enabled.

6 Send a message

4 Send a priority broadcast message (PBM)

Address and record the message, then:
- **1** Message options
- **#** Send message now

- **1** Change addressing
- **2** Change recording
- **3** Set special delivery
- **4** Review message
- **#** Send message

- **1** Add a name
- **2** Hear all names
- **3** Remove a name
- **#** Send message

- **1** Hear recording
- **2** Save recording
- **3** Rerecord
- **4** Add a recording
- **#** Send message

- **1** Urgent†
- **2** Return receipt
- **3** Private†
- **4** Future delivery
- **5** Set expiration
- **9** Force listening‡
- **#** Send message

†Not available for PBM.
‡Only available for PBM.

Use these keys anytime:
- **0** Help
- **✳** Cancel or back up
- **#** Skip or move ahead

Centigram simple emulation at a glance

8 Setup options

1	Greetings and call transfer
2	Message settings
3	Personal settings
4	Shared extension handlers (SEH)
5	Call handler greetings

1 Greetings and call transfer

| 1 | Change greetings |
| 2 | Change call transfer* |

*Available only if FindMe FollowMe is disabled.

1 Change greetings

1	Rerecord this greeting
2	Alternate greeting on/off
3	Edit/turn on other greetings
4	Hear all greetings
5	Change bypass greeting

3 Edit/turn on other greetings

1	Edit standard greeting
2	Edit closed greeting
3	Edit alternate greeting
4	Edit busy greeting
5	Edit internal greeting
6	Edit unavailable greeting
7	Edit out-of-office greeting
8	Edit other greetings

8 Edit other greetings

1	Edit your system greetings
2	Edit individual greetings
3	Create new greeting

2 Change call transfer

| 1 | Set voice mail/ext transfer |
| 2 | Change ext/phone number |

2 Message settings

1	Change message notification
2	Change fax delivery
3	Message playback
4	Edit private lists
5	Access message by type
6	Auto copy settngs

1 Change message notification

1	Pager
2	Home phone
3	Work phone
4	Spare phone

2 Change fax delivery

| 1 | Keep this number |
| 2 | Enter new number |

3 Message playback

| 1 | Set full/brief menus |

4 Edit private lists

| 1 | Hear lists |
| 2 | Change names on list |

6 Auto copy settngs

1	Auto copy on/off
2	Change auto copy type
3	Change messages category
4	Change messages recipient
5	Change expiration date

3 Personal settings

1	Change password
2	Change recorded name
3	Change directory listing

3 Change directory listing

| 1 | Change listing status |

4 Shared extension handlers (SEH)

| 1 | Change SEH greetings |
| 2 | Change SEH transfer |

1 Change SEH greetings

1	Rerecord this greeting
2	Alt. greeting on/off
3	Edit another greeting
4	Hear all greetings
5	Change bypass greeting

3 Edit another greeting

1	Edit standard greeting
2	Edit closed greeting
3	Edit alternate greeting

2 Change SEH transfer

| 1 | Set voice mail/ext transfer |

5 Call handler greetings

1	Rerecord this greeting
2	Alternate greeting on/off
3	Edit/turn on other greetings
4	Hear all greetings
5	Change bypass greeting

3 Edit/turn on other greetings

1	Edit standard greeting
2	Edit closed greeting
3	Edit alternate greeting
4	Edit busy greeting
5	Edit internal greeting
8	Edit other greetings

8 Edit other greetings

1	Edit your system greetings
2	Edit individual greetings
3	Create new greeting

9 Exit system

Use these keys anytime:

0	Help
*	Cancel or back up
#	Skip or move ahead