

## Default Conversation at a Glance

Welcome to UNIVERGE<sup>®</sup> 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 **1** for Yes, **2** for No.
  - .When the system tells you that your mailbox is set up, press **1** to

### Message Playback Options

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

### Main Menu

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

### Quick Message Shortcuts

Task	Shortcut
Repeat the message	<b>3 #</b>
Save message as new (new messages only)	<b>3 0</b>
Check the next message	<b>3 5</b>
Delete the message	<b>3 6</b>
Archive the message	<b>3 7</b>
Hear when the message was sent	<b>3 8</b>
Redirect the message	<b>3 9</b>
Exit Quickly (touchtone phones only)	<b>*</b>

### Use These Keys Anytime

Task	Shortcut
Respond Yes	<b>1</b>
Respond No	<b>2</b>
Return to Main Menu	<b>*</b>
Go back one level	<b>#</b>



