

UNIVERGE[®]

UM8000



Start your Internet Browser

1. Type `http://<server name>/`
If you do not know the server name, contact your system administrator.
2. Type your voice mail user ID and security code.

NOTE: Add the Mailbox Manager site to your list of favorites in your Internet browser.

Welcome to UM8000, a simple, yet powerful, messaging system that enables you to send and manage voice, fax, and e-mail messages from a touchtone phone, a computer, or over the Internet.

This quick reference card provides the basic instructions for accessing the messaging system using a phone or computer. The tear-off portion of the card includes instructions for accessing the system from outside of your office.

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To access your mailbox setup by computer

1. Start Internet Explorer.
2. Type `http://<your server name>/mm`
If you do not know your server name, contact your system administrator.
3. Depending on how the messaging system is set up at your organization:
 - Type your Microsoft Windows[®] networking user name and password, if required.
 - Type your extension and messaging system password, if required.
4. Use Mailbox Manager to change security codes, greetings, call transfer and message options, call holding, message delivery and message group options by computer.



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Main Menu Shortcuts

Press	Personal ID + security code +
Check new messages	4
Leave messages	5
Review messages	6
Change setup options	7
Hear current greeting	7 4 4
Switch greetings	7 4 5
Change standard greeting	7 4 6
Change alternate greeting	7 4 7
Change busy greeting	7 4 8

Use these commands anywhere

To finish a recording *	**
To exit the system quickly	** *
To hear menu options	3

* Feature might not be available at your site.

Other Shortcuts

Press	Personal ID + security code +
Change call transfer	7 6 4
Turn call transfer off	7 6 4 2
Turn call transfer on	7 6 4 1
Change phone number for	7 6 4 1 4
Turn call screening options	7 6 4 1 5
Change message delivery	7 6 5
Change security code	7 7 4
List message groups	7 5 6
Edit message groups	7 5 5
Add message groups	7 5 4