UNIVERGE® UM8000

Unified Messaging System

Octel Aria Conversation at a Glance

Welcome to UNIVERGE® UM8000 — a simple yet powerful messaging system that can greet your callers and record your messages. The messaging system is quick and easy to use.

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

NOTE: Some features might not be available in your organization.

Using the system

The messaging system plays a menu of options. Press the number associated with an option to perform the particular task.

For more detailed information about the messaging system see:

- ◆ *Mailbox Manager Help*, click (?) to view the Help topics.
- ◆ 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, 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 confirm.

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	**7**
Leave messages	**6**
Review messages	**3**
Change setup	**8**
Change call transfer and message delivery settings	**8** **6**
Change security code and mailbox names	**8** **7**
Switch personal greetings	**8** **4** **5**

Quick Message Shortcuts

Task	Shortcut
Repeat the message	**3** **7**
Save message as new (new messages only)	**3** **#**
Check the next message	**3** **8**
Delete the message	**3** **3**
Archive the message	**3** **5**
Hear when the message was sent	**3** **9**
Redirect the message	**3** **4**
Exit Quickly (touchtone phones only)	**＊**

Use These Keys Anytime

Task	Shortcut
Respond Yes	**1**
Respond No	**2**
Return to the Main Menu	**＊**
Go back one level	**#**

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New Messages

Reply	2
Check next message	8
Delete message	3
Archive message	5
Hear timestamp	9
Redirect/deliver fax [1]	4
Save as new message	#
Repeat message	7

Redirect Messages

Extension confirm	1
Hear next extension	2

Special Delivery

Mark urgent	4
Mark private	5
Return receipt	6
Future delivery	7

Message Options

Edit message	4
Set special delivery	5
Address to others	6
Send the message	*

Main Menu

Check new messages	7
Leave messages	6
Review old messages	3
Change setup options	8

Old Messages

Reply	2
Check next message	8
Delete message	3
Archive message	5
Hear timestamp	9
Redirect/deliver fax [1]	4
Repeat message	7

Set Up Options

Greetings	4
Groups	5
Transfer and delivery	6
Personal settings	7
Message copy	8
Message order	9

Future Delivery

Later today	0
Tomorrow	1
Press number of days. 2, 3, or 4 days, and so on.	
Specify month and day	9

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

Groups

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

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 listing on/off	7
E-mail setup [1]	8

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 Settings

Change number	4
Change schedule	5
Urgent only on/off	6
Notify for Fax on/off [1]	7

Message Copy

Copy message on/off	1
Change phone	2
Delete option	5

Change Delivery [1]

Change number	4
Change schedule	5

Message Order [1]

New message order	1
Old message order	2

1	Yes
2	No
*	Main Menu
#	Back one menu

[1] This feature might not be available in your organization

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