

Current Voicemail (UM8700) and Phone System Common Functions and Tips

Detailed Voicemail Greeting Instructions

To Re-record Greetings

- 1) Access Voicemail account – dial 5700 and enter security code when prompted.
- 2) Choose 3 for Phone Manager Functions.
- 3) Choose 1 for Personal Options.
- 4) Choose 3 to Record a Personal Greeting.
- 5) Choose 2 to record a Normal Greeting or 3 to record an Out Of Office Greeting.
- 6) The current greeting will play and allow you to discard (choice 4) or make a new recording (choice 2)
- 7) Follow the prompts to record, save and then activate the greeting.

Other Telephone Use Options

Call Pickup Lift the handset and dial ***3** to pick up a call ringing in your Call Pickup Group

Lift the handset and dial **#3 + extension number** of ringing phone outside your group

Note: some phones have a PICKUP button that can be used instead of these above commands.

Transfer a Call Press **Flash, Transfer**, or the hookswitch, then dial **extension number** to transfer to. You can stay on the line to announce to caller then when you hang up the two calls will be connected.

Transfer a Call directly to Voicemail

With the caller on the line, press **Flash, Transfer**, or the hookswitch, then dial **5700**, then the **extension number**, then press **#** and hang up.

After calling 5700 and logging on

Hear New Messages	1
Record and Send a Message	
Phone Manger functions	3
Listen to Saved Messages	5

Press during a message

Hear Message Summary	0 0
2	Pause or Continue

Press after a message

Delete	4
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Shortcuts

Change Message Notification	3 1 1
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Reply	8	Change Password	3 1 4
Save	5	Change Recorded Name	3 1 5
Forward Message	2	Change Language	3 1 7
Review (replay)	6	Change Greetings	3 4
Skip Message	7		