

Ext. - _____

Name - _____

Instructions for setting up and using UM8700 Voice Mail

First-time user setup

- 1) From your phone on campus dial 5700. When prompted, enter your temporary security code which is **1234**.
- 2) You will be prompted to setup your mailbox including changing your security code and recording your name and greeting. Follow the attendant's instructions to complete the setup of your mailbox. **This is very important for the proper function of your voicemail.** When complete, hang up the handset.

Setting telephone forwarding options (This is how your voicemail will pickup calls)

- 1) Remove current forwarding by doing the following:
 - Lift the handset and press #2 to cancel call-forward all calls. Hang up the handset.
 - Lift the handset and press #8 to cancel call-forward no answer. Hang up the handset.
 - Lift the handset and press #6 to cancel call-forward busy. Hang up the handset.
- 2) Set the desired call forwarding options for UM8700 voice mail. We recommend using options B and C only.
 - A) Lift the handset and press *25700 to set call-forward all calls. Hang up the handset.
This will forward ALL calls to your voice mail
 - B) Lift the handset and press *85700 to set call-forward no answer. Hang up the handset.
This will forward calls to your voice mail if you do not answer the phone
 - C) Lift the handset and press *65700 to set call-forward busy. Hang up the handset.
This will forward calls to your voice mail if your phone is busy

Accessing and using the UM8700 voice mail system

Please note: If your voicemail messages are delivered to your email account then you can only use the phone to change your greetings and other options, but not to retrieve voicemail.

If you receive your voicemail on your phone ONLY:

- From your phone on campus, dial 5700 and enter your security code. You will be notified of any new voice messages.
- From off campus, dial 778-5700. At the main greeting enter * and your extension number. You will be prompted for your security code. You will be notified of any new voice messages.
- From on campus and if you are at a different extension, dial 5700, *, * then enter your extension number and security code. You will be notified of any new messages.

If you receive your voicemail in your email ONLY:

- From your phone on campus, dial 5700 and enter your security code. After the message "External mail store is not available..." press 1. Press 3 for Phone Manager options. (see Common Key Functions on the next page) Please listen to the prompts. You can now change your greetings and other settings.
- From off campus, dial 778-5700. At the main greeting enter * and your extension number and security code. After the message "External mail store is not available..." press 1. You can now change your greetings and settings ONLY.
- From on campus and if you are at a different extension, dial 5700, *, * and your extension number and security code. After the message "External mail store is not available..." press 1. You can now change your greetings and settings ONLY.

UM8700 Common Key Functions

After calling 5700 and logging on

Hear New Messages	1
Record and Send a Message	2
Phone Manger functions	3
Listen to Saved Messages	5

Press during a message

Hear Message Summary	00
Pause or Continue	1

Press after a message

Delete	4
Reply	8
Save	5
Forward Message	2
Review (replay)	6
Skip Message	7

Shortcuts

Change Message Notification	311
Change Password	314
Change Recorded Name	315
Change Language	317
Change Greetings	34

Other Telephone Options

Call Pickup

Lift the handset and dial ***3** to pickup a call ringing in your group

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

Transfer A Call

Press **Flash**, **Transfer**, or **hookswitch**, then dial **extension number** to transfer to