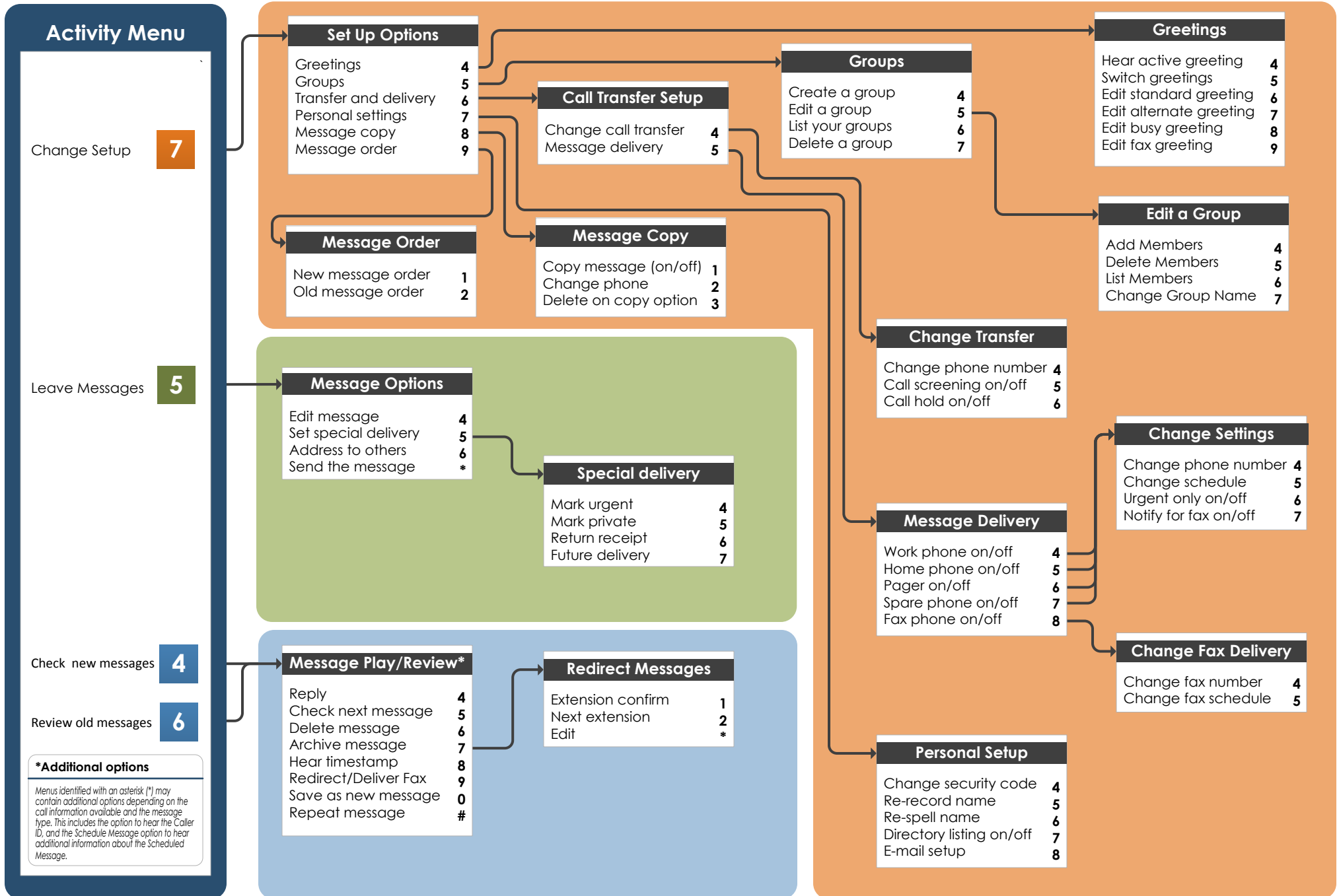


UM4730/UM8000 Quick Reference Card



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

Call Transfer Setup	
Change call transfer	4
Message delivery	5

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

Greetings	
Hear active greeting	4
Switch greetings	5
Edit standard greeting	6
Edit alternate greeting	7
Edit busy greeting	8
Edit fax greeting	9

Edit a Group	
Add Members	4
Delete Members	5
List Members	6
Change Group Name	7

Message Order	
New message order	1
Old message order	2

Message Copy	
Copy message (on/off)	1
Change phone	2
Delete on copy option	3

Change Transfer	
Change phone number	4
Call screening on/off	5
Call hold on/off	6

Change Settings	
Change phone number	4
Change schedule	5
Urgent only on/off	6
Notify for fax on/off	7

Message Delivery	
Work phone on/off	4
Home phone on/off	5
Pager on/off	6
Spare phone on/off	7
Fax phone on/off	8

Change Fax Delivery	
Change fax number	4
Change fax schedule	5

Message Play/Review*	
Reply	4
Check next message	5
Delete message	6
Archive message	7
Hear timestamp	8
Redirect/Deliver Fax	9
Save as new message	0
Repeat message	#

Redirect Messages	
Extension confirm	1
Next extension	2
Edit	*

Personal Setup	
Change security code	4
Re-record name	5
Re-spell name	6
Directory listing on/off	7
E-mail setup	8

Welcome!

Your organization's new UNIVERGE® UM4730/UM8000 unified messaging system is designed to provide you with the same convenient access to your messages whether you are at your desk or calling in over the telephone. When you call in, our interface saves you time and effort when sending, retrieving, and managing messages.

‡Please be sure that this is the most recent version of the document by checking “<http://www.partnerexpress.com>”.

Before You Start

To set up UM4730/UM8000, your system administrator will give you the following information.

UM4730/UM8000 internal number:

UM4730/UM8000 external number:

Your subscriber ID:

Your system administrator may also give you a default security code to use when you log on to UM4730/UM8000 for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using UM4730/UM8000.

1. Call the UM4730/UM8000 internal or external number.
2. Enter your subscriber mailbox number.
4. Enter a security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you're looking for a quick hint on how to perform a specific task, read on.

Message Playback Options

<i>If you want to...</i>	<i>Then enter...</i>
Slower	4
Softer/Louder	5
Faster	6
Backward	7
Pause	8
Forward	9
Exit	*

Main

<i>If you want to...</i>	<i>Then enter...</i>
Check for new messages	4
Leave a message	5
Review messages	6
Change setup	7
Change call transfer and message delivery status	7 6
Change security code and mailbox names	7 7
Switch personal greetings	7 4 5

Quick Message Shortcuts

<i>If you want to...</i>	<i>Then enter...</i>
Repeat the message	3 #
Save message as new (new messages only)	3 0
Check the next message	3 5
Delete the message	3 6
Archive the message	3 7
Hear when the message was sent	3 8
Redirect the message	3 9
Exit quickly	*

Use These Keys Anytime

<i>If you want to...</i>	<i>Then enter...</i>
Respond “yes.”	1
Respond “No.”	2
Return to the Main Menu	*
Go back one level	#