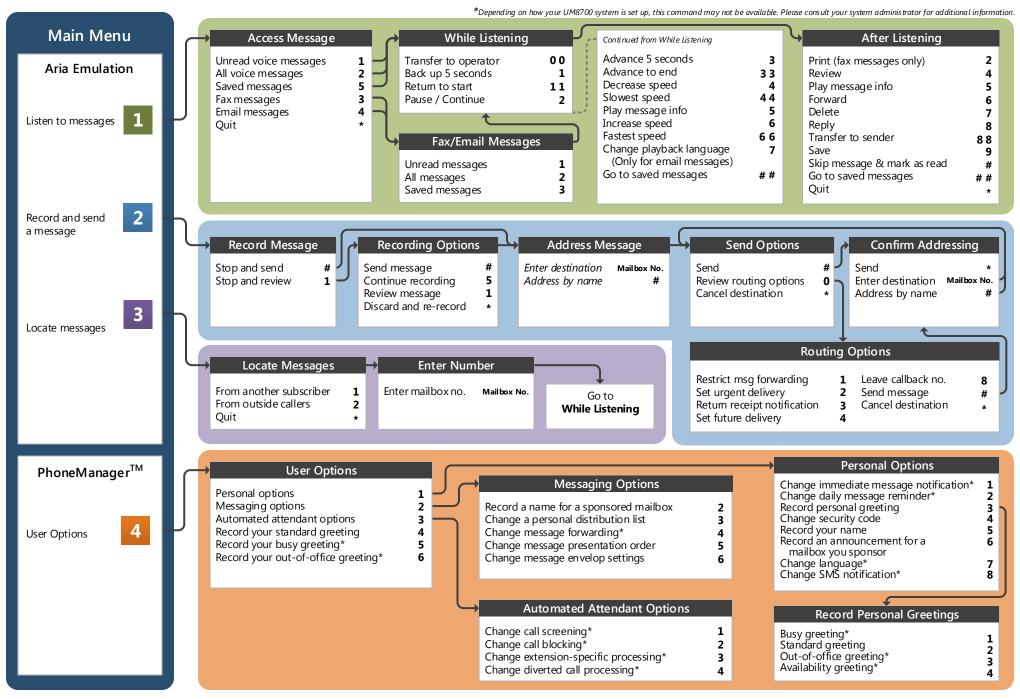
UM8700 Quick Reference Card Octel® ARIA® Emulation





Welcome!

Your organization's new UNIVERGE® UM8700 unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, the Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.



Before You Start

To set up your UM8700 mailbox, your system administrator will give you the following information.

UM8700 internal number: _	
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UM8700 external number:		

Vour subscriber	mailbox number:	

Your system administrator may also give you a default security code to use when you log on to UM8700 for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using UM8700.

- 1. Call the UM8700 internal or external number.
- 2. If necessary, press the key for triggering a subscriber log on (default = #).
- 3. If prompted, enter your subscriber mailbox number.
- 4. Enter your security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

* Depending on how your UM8700 system is set up, this command may not be available. Please consult your system administrator for additional information.

Getting Started...

If you want to	Then enter
Listen to new messages	1
Record and send a message	2
Locate messages	3
User options	4

Changing Your Mailbox Options

If you want to	Then enter
Change name	415
Change password	414
Change standard greeting	4 4 or 4 1 3
Change out-of-office greeting*	4 6 or 4 1 3
Change busy greeting*	4 5 or 4 1 3
Create or update a personal distribution list	4 2 3
Set automatic message forwarding*	424
Set Immediate Message Notification*	411

After Recording & Addressing Message

If you want to	Then enter
Restrict message forward	1
Mark the message urgent	2
Request a return receipt	3
Request future delivery	4
Leave a number where you can be reached	8

After Listening to Message

If you want to	Then enter
Forward message to another subscriber	6
Delete the message	7
Reply	8
Transfer to a sender's extension	8 8
Transfer to a sender's outside number	8 4
Save the message	9
Send message to default fax number*	21
Send message to spec. fax number*	2 2

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