

## UM8000 VOICEMAIL QUICK REFERENCE GUIDE

**Press 1 for YES, Press 2 for NO**

### HOW TO INITIALIZE YOUR MAILBOX:

- 1) From your telephone Dial Voice Mail number: **699 or press VM soft key.**
- 2) When prompted to enter your security code, enter default **123456.**
- 3) Voice Mail will play a Tutorial. Follow ALL instructions carefully. You will be prompted to change your security code. Your new code must be 6 digits.
- 4) When you have successfully completed the tutorial, the system will tell you that your mailbox *"is now set up"*.

**\*\*Before you hang up, Press 1 to confirm your settings.**

### HOW TO RETRIEVE YOUR MESSAGES FROM YOUR TELEPHONE:

- 1) Dial Voice Mail Pilot number **699 or VM soft key on a digital phone.**
- 2) When prompted, enter your password.
- 3) Press 4 to play new messages or press the NEW soft key on a digital phone.
- 4) Follow the shortcut keys after listening to your message or use the NEXT, RPLY, or DELETE soft keys.

### HOW TO RETREIVE YOUR MESSAGES FROM OFF CAMPUS:

- 1) Dial **505-661-4699.**
- 2) When you hear the Main Voicemail Greeting, **Dial 9 & your extension.**
- 3) When prompted, enter your password.

### HOW TO RETREIVE YOUR MESSAGES FROM ANOTHER PHONE ON CAMPUS:

- 1) Dial Voice Mail Pilot number **699 or VM soft key.**
  - a. If asked for a password, press # to get to Main Voicemail Greeting.
- 2) When Main Voicemail Greeting begins, **Dial 9 & your extension.**
- 3) When prompted, enter your password.
- 4) Press 4 to play new messages.

### HOW TO LEAVE A MESSAGE FOR ANOTHER MAILBOX ON CAMPUS:

- 1) Dial Extension Number followed by 8
- 2) Record your message

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### SHORTCUT KEYS:

#### FROM THE MAIN MENU

To <b>Check New Messages</b>	Press <b>4</b>
To <b>Leave Messages</b>	Press <b>5</b>
To <b>Review Old Messages</b>	Press <b>6</b>
To <b>Change Setup Options</b>	Press <b>7</b>

#### WHILE LISTENING TO MESSAGES

To Play Message <b>Slower</b>	Press <b>4</b>
To Play Message <b>Faster</b>	Press <b>6</b>
To <b>Back Up</b>	Press <b>7</b>
To <b>Pause</b>	Press <b>8</b>
To <b>Resume</b>	Press <b>8</b>

#### AFTER LISTENING TO MESSAGES

To <b>Repeat</b> the message	Press <b>#</b>
To <b>Save</b> a Message as <b>New</b>	Press <b>0</b>
To <b>Reply</b> to a Message	Press <b>4</b>
To <u><b>Delete a Message</b></u>	Press <b>6</b>
To <u><b>Save a Message</b></u>	Press <b>7</b>
To Hear Time/Date	Press <b>8</b>
To <b>Re-Direct</b> a message	Press <b>9</b>

#### HELPFUL SHORTCUTS AFTER LOG IN

To record <b>standard greeting</b>	Press <b>746</b>
To record <b>alternate greeting</b>	Press <b>747</b>
To <b>switch</b> between standard and alternate greetings	Press <b>745</b>
To change <b>security code</b>	Press <b>774</b>
To change your <b>recorded name</b>	Press <b>775</b>
To <b>add</b> (create) a <b>message group</b>	Press <b>754</b>
To <b>edit</b> a <b>message group</b>	Press <b>755</b>