NEC UNIVERGE® UM8700

Welcome to the AD-64 and UM4730 emulation. With this system, you can receive, reply to, and forward voice, e-mail, and fax messages. The system is accessed and controlled using the keys on your telephone.

Calling Into the System

To access the messaging system, dial your system's access number. Depending on whether you access the system from inside your organization or via an external access number, you may need to enter both your mailbox number and your access code. When you log in to the system for the first time, you must set up your mailbox and choose a security code. Your mailbox number is assigned to you by your system administrator. Write the access numbers for your system and your mailbox number below. Once your message box is set up, add the security code.

Access Numbers

Internal Access Number: _____

External Access Number: _____

System Setup

During setup, the system asks you to record your name, record your personal greeting, and set your security code.

Authentication

Mailbox Number: _____

Security Code: _____

Notes:

Key Reminders

Main Menu

Use the following commands after logging in to your account:
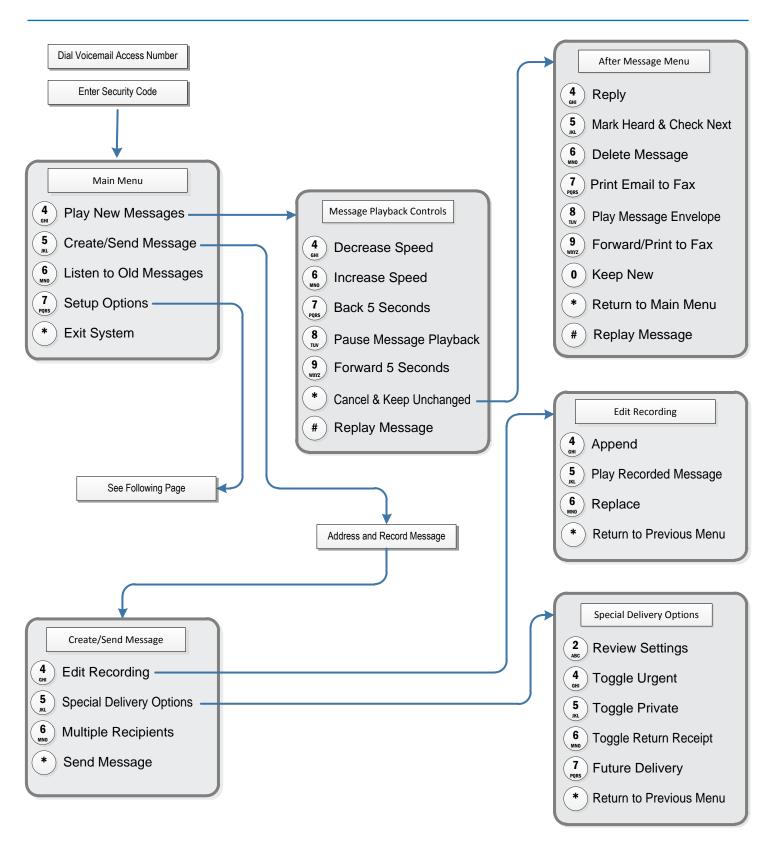
- **4** GHI — Play new messages
- **5** JKL — Create and send a message
- **6** MNO — Listen to old messages
- **7** PQRS — Setup options

Message Playback

- **4** GHI — Decrease speed*
- **6** MNO — Increase speed*
- **7** PQRS — Back 5 seconds‡
- **8** TUV — Pause message playback
- **9** WXYZ — Forward 5 seconds‡
- ***** — Cancel playback from current sender and keep message unchanged
- **#** — Replay message

* This feature not available on all integrations.
‡ Only available for messages in your voicemail. Not available for messages in your e-mail inbox.

NEC UNIVERGE® UM8700

Quick Reference Card
NEAXMail® AD-64 / UNIVERGE® UM4730 Emulation

Dial Voicemail Access Number

Enter Security Code

Main Menu
- **4** GHI — Play New Messages
- **5** JKL — Create/Send Message
- **6** MNO — Listen to Old Messages
- **7** PQRS — Setup Options
- ***** — Exit System

Message Playback Controls
- **4** GHI — Decrease Speed
- **6** MNO — Increase Speed
- **7** PQRS — Back 5 Seconds
- **8** TUV — Pause Message Playback
- **9** WXYZ — Forward 5 Seconds
- ***** — Cancel & Keep Unchanged
- **#** — Replay Message

See Following Page

Address and Record Message

After Message Menu
- **4** GHI — Reply
- **5** JKL — Mark Heard & Check Next
- **6** MNO — Delete Message
- **7** PQRS — Print Email to Fax
- **8** TUV — Play Message Envelope
- **9** WXYZ — Forward/Print to Fax
- **0** — Keep New
- ***** — Return to Main Menu
- **#** — Replay Message

Edit Recording
- **4** GHI — Append
- **5** JKL — Play Recorded Message
- **6** MNO — Replace
- ***** — Return to Previous Menu

Create/Send Message
- **4** GHI — Edit Recording
- **5** JKL — Special Delivery Options
- **6** MNO — Multiple Recipients
- ***** — Send Message

Special Delivery Options
- **2** ABC — Review Settings
- **4** GHI — Toggle Urgent
- **5** JKL — Toggle Private
- **6** MNO — Toggle Return Receipt
- **7** PQRS — Future Delivery
- ***** — Return to Previous Menu

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Setup Options

1. Personal Options
2 (ABC). Messaging Options
3 (DEF). Automated Attendant Options
4 (GHI). Record standard greeting
5 (JKL). Record busy greeting
6 (MNO). Record Out of Office Greeting

Personal Options

1. Change Message Notification
2 (ABC). Change Daily Msg Reminder
3 (DEF). Record Personal Greeting
4 (GHI). Change Security Code
5 (JKL). Record Your Name
6 (MNO). Record for Sponsored Box
7 (PQRS). Change Language Selection
8 (TUV). Change SMS Notification

Messaging Options

2 (ABC). Record Name for Sponsored Box
3 (DEF). Change Personal Distribution List
4 (GHI). Change Message Forwarding
5 (JKL). Chnge Msg Presentation Order
6 (MNO). Change Msg Envelope Settings

Autmated Attendant Options

1. Change Call Screening
2 (ABC). Change Call Blocking
3 (DEF). Change Ext-Specific Processing
4 (GHI). Change Diverted Call Processing

Greetings

1. Busy Greeting
2 (ABC). Standard Greeting
3 (DEF). Out-of-Office Greeting