



GALLUP
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 Pilot number: **7670**
- 2) When prompted to enter your security code, enter **123456**
- 3) Voice Mail will play a Tutorial. Follow ALL instructions carefully.
- 4) When you have successfully completed the tutorial, the system will tell you that your mailbox "*is now set up*".

Press 1 to confirm your settings before you hang up.

HOW TO RETRIEVE YOUR MESSAGES FROM YOUR TELEPHONE:

- 1) Dial Voice Mail Pilot number **7670**
- 2) When prompted, Enter your password
- 3) Press 4 to play new messages

HOW TO RECEIVE YOUR MESSAGES DURING AND AFTER BUSINESS HOURS FROM OUTSIDE YOUR OFFICE:

- 1) Call the MAIN # & transfer to your extension. Or use the dial by name directory to transfer after hours.
- 2) When you hear the Voicemail Greeting, **Dial 9 & your extension**
- 3) When prompted, enter your password.

HOW TO LEAVE MESSAGES FOR OTHER EMPLOYEES FROM YOUR TELEPHONE:

- 1) Dial Voice Mail Pilot Number **7670**
- 2) When prompted, Enter your password
- 3) **Press the 5 key on your dial pad**
- 4) Enter Mailbox you wish to leave a message for
- 5) Record your message
- 6) When you are finished, press the * key and hang up

SHORTCUT KEYS:

FROM THE MAIN MENU

To Check New Messages	Press 4
To Leave Messages	Press 5
To Review Old Messages	Press 6
To Change Setup Options	Press 7

WHILE LISTENING TO MESSAGES

To Play Message Slower	Press 4
To Play Message Faster	Press 6
To Back Up	Press 7
To Pause	Press 8
To Resume	Press 8
To Delete	Press 3 6

AFTER LISTENING TO MESSAGES

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

HELPFUL SHORTCUTS AFTER LOG IN

To record standard greeting	Press 746
To record alternate greeting	Press 747
To switch between standard and alternate greetings	Press 745
To re-record busy greeting	Press 748
To change security code	Press 774
To change your recorded name	Press 775

To **bypass the greeting enter ***