

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 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

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 <u>Delete a Message</u>	Press 6
To <u>Save a Message</u>	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 change security code	Press 774
To change your recorded name	Press 775
To add (create) a message group	Press 754
To edit a message group	Press 755