



SYSTEM INFORMATION

Use these keys anytime:

- ⇒ Press * to cancel or backup to a previous menu.
- ⇒ Press # to skip ahead or finish.
- ⇒ Press 0 for Help.

FIRST TIME ENROLLMENT IN TO VOICE MAIL To log in for the first time and initialize your mailbox:

- ⇒ Dial the internal Voice Mail telephone number.

4100 -OR-

Dial the external Voice Mail telephone number and press * when the system answers.

610-490-3333

- ⇒ Enter your ID "Your 4 digit extention"
- ⇒ Press #.
- ⇒ Enter your Password **12345**
- ⇒ You may be prompted to:
 - Record your Name
 - Record a Greeting
 - Set a new Password
 - Select to be listed in the company directory

CHANGE YOUR PASSWORD

- ⇒ After logging in to voice mail, press **4>3>1**.
- ⇒ Enter a new Password and press #.
- ⇒ Enter the new Password again to confirm and press #.

CHANGE YOUR RECORDED NAME

- ⇒ After logging in to voice mail, press **4>3>2**.
- ⇒ At the tone, record your name and press #.
- OR- Press * to keep the current recording.

ADD OR REMOVE YOUR NAME FROM THE DIRECTORY

- ⇒ After logging in to voice mail, press **4>3>3**.
- ⇒ Press **1** to change your listing status. -OR- Press # to keep your current listing status.

LOG IN TO UM8500 VOICE MAIL

- ⇒ Dial the internal Voice Mail telephone number.
- _____ -OR- Dial
the external Voice Mail telephone number and press *
when the system answers.
- _____

- ⇒ Enter your ID (if required).
- ⇒ Press #.
- ⇒ Enter your Password (if required).

CALL TRANSFER (Optional Feature)

To change the transfer number for incoming calls to an extension or directly to your voice mail greeting:

- ⇒ After logging in to voice mail, press **4>1>2**.
- ⇒ Press **1** to switch between transferring calls to an extension or to your greeting. -OR- Press **2** to change the transfer to extension number.

RECORD GREETINGS There are 7 greeting types available.

To record a greeting:

- ⇒ After logging in to voice mail, press **4>1>1**.
- ⇒ The system will play your current greeting if one is recorded. Select from the following options:

Option 1

- ⇒ Press **1** to re-record your current greeting.
- ⇒ Press # to end recording.

Option 2

- ⇒ Press **3** to select another greeting to record.
- ⇒ Press the number for the greeting type you want to record from the following options:

1	Standard	5	Internal
2	Closed	6	Out-of-Office
	Alternate	7	Unavailable

- ⇒ Press **2** to record the greeting.
- ⇒ Press # to end recording.

To record a name for the "Other" greeting type:

- ⇒ After logging in to voice mail, press **4>1>1>3>8>3**.
- ⇒ At the tone, record a name for the greeting type.
- ⇒ Press **1** to confirm the name.
- OR- Press **2** to re-record it.

- ⇒ Use the dialpad to enter the first three letters of the name for the greeting type.
- ⇒ Press **1** to confirm the spelling.
- OR- Press **2** to change it.

To re-record a name for a greeting type you named:

- ⇒ After logging in to voice mail, press **4>1>1>3>8>5**.
- ⇒ At the tone, record a name for the greeting type and press #.
- ⇒ Press **1** to confirm the new name.
- OR- Press **2** to re-record the name.

To change the spelled name of the greeting type you named:

- ⇒ After logging in to voice mail, press **4>1>1>3>8>4**.
- ⇒ Use the dialpad to enter the first three letters of the new name.
- ⇒ Press **1** to confirm.
- OR- Press **2** to change it.

To delete a greeting type that you named:

- ⇒ After logging in to voice mail, press **4>1>1>3>8>2**.
- ⇒ Use the dialpad to enter the first three letters of the greeting name.
- ⇒ Press **6** to delete the greeting.
- ⇒ Press **1** to confirm deletion.
- OR- Press **2** to cancel.

To set the greeting you want to use:

- ⇒ After logging in to voice mail, press **4>1>1**.
- ⇒ When the current greeting plays, press **2** to turn on/off the Alternate Greeting. -OR- Press **3** to set another greeting. -THEN- Press the number for the greeting you want to use. -THEN- Press **3** to set the new greeting as your current one.

BYPASS YOUR GREETING

Callers can press # to skip listening to your greeting. To enable or disable callers from bypassing your greeting:

- ⇒ After logging in to voice mail, press 4>1>1.
- ⇒ After the current greeting plays, press 5 to toggle between enable or disable the option.

CHECK MESSAGES

To check for messages:

- ⇒ After logging in to voice mail, press 1 to hear new messages. -OR- Press 3 to review old messages.

While listening to your message you can use these options:

1	Standard	5	Internal
2	Closed	6	Out-of-Office
3	Alternate	7	Unavailable
4	Busy	8	Other
	Standard	5	Internal

After listening to your message you can use these options:

1	Closed	6	Out-of-Office
2	Standard	5	Internal
3	Alternate	7	Unavailable
4	Busy	8	Other
	Standard	5	Internal
1	Closed	6	Out-of-Office
2	Alternate	7	Unavailable
3	Busy	8	Other
	Standard	5	Internal

MESSAGE OPTIONS

Before sending a message, you can repeat the following message options:

1	Standard	5	Internal
2	Closed	6	Out-of-Office
3	Alternate	7	Unavailable
4	Busy	8	Other
	Standard	5	Internal
1	Closed	6	Out-of-Office
2	Alternate	7	Unavailable
3	Busy	8	Other
	Standard	5	Internal

PRIVATE DISTRIBUTION LISTS

You can create up to 20 Private Distribution Lists with up to 25 members in each list:

- ⇒ After logging in to voice mail, press 4>2>4.
- ⇒ Press 2 to create a new Distribution List.
- ⇒ Using the dialpad, spell the Distribution List name. -OR- Enter a Distribution List number 1-20.

- ⇒ Press # to save the list.
- ⇒ Press 1 to add a name to the list.
- ⇒ Using the dialpad, enter the name.
- ⇒ Press # to add the name.

To edit a list:

- ⇒ Once you select the list you want to edit, press 2 to hear the names on the list.
- ⇒ Press 1 to add a name to the list. -OR- Press 3 to remove a name from the list.
- ⇒ Use the dialpad to enter the name or number of the person.
- ⇒ Press # to confirm.

REPLY TO A MESSAGE

To reply to a message:

- ⇒ After listening to the message, press 4. -OR- Press 4>4 to "Reply to all" if message was sent to more than one person. -OR- Press 4># to "Reply only to sender" if message was sent to more than one person.
- ⇒ Record your reply after the beep and press # when finished.
- ⇒ Press 1 to add message options. -OR- Press # to send your reply.

DELETE A MESSAGE

To delete a message:

- ⇒ Press 3 while listening or after listening to the message.

FORWARD A MESSAGE

- ⇒ After listening to the message, press 5.
- ⇒ Follow the system prompts to address the message. -OR- Spell the Distribution List name. -OR- Enter the number of the Distribution List (1-20). **Note:** Press # # to switch between spelling by name and number mode.
- ⇒ Choose from the following options:
 - Option 1
 - ⇒ Press 1 to add message options. -OR- Press # to send the message.
 - Option 2
 - ⇒ Press 2 to record an introduction.
 - ⇒ Press # to end the recording.
 - ⇒ Press 3 to add message options, if desired. -OR- Press # to send the message.

SEND A MESSAGE

- ⇒ After logging in to voice mail, press **2**.
- ⇒ Follow the prompts to address the message. **-OR-** Spell the Distribution List name. **-OR-** Enter the number of the Distribution List (1-20). **Note:** Press **# #** to switch between spelling by name and number mode.

- ⇒ Press **#** to confirm address.
- ⇒ Press **#** to record the message.
- ⇒ Press **#** to end the recording.
- ⇒ Press **1** to add message options, if desired.
- OR-**
- ⇒ Press **#** to send the message.

CHANGE VOLUME PLAYBACK

To change the volume while listening to a message:

- ⇒ Press **5** once to increase the volume.
- ⇒ Press **5** again to decrease the volume.
- ⇒ Press **5** again to return to default volume.

FULL OR BRIEF MENU OPTIONS To switch between hearing full comprehensive menu options or brief menu options:

- ⇒ After logging in to voice mail, press **4>2>3**.
- ⇒ Press **1** to toggle between menu options.

REDIRECT CALLS TO ANOTHER NUMBER (Optional Feature)

You can route calls coming into your office phone to the number you are calling from:

- ⇒ Call the voice mail system from the number you want to have your calls redirected to and log in to the voice mail system.
- ⇒ Press **8**.
- ⇒ Press **1** to redirect calls to the number you are calling from.

MESSAGE NOTIFICATION

To set up message notification:

- ⇒ After logging in to voice mail, press **4>2>1**.
- ⇒ After the system announces your notification status, choose from the following options:

- | | | | |
|---|--|----------|---------------|
| 1 | Standard | 5 | Internal |
| ⇒ Press 3 to change the selected number. | Out-of-Office | 6 | Out-of-Office |
| -OR- | ⇒ Press # to keep the current number. | | |

To enable or disable message notification:

- ⇒ After you select the device, press **1** to enable or disable.

Not all features are available on all systems. Check with your System Administrator for your available features.

USING THE OUTLOOK® INBOX

CHECK MESSAGES FROM YOUR INBOX

- ⇒ Open your Outlook® Inbox.
- ⇒ Double-click the voice message or fax message icon.
- ⇒ While in a voice message, click **Play** on the Media Master control bar to play the message. **-OR-** In the open fax message, double-click the attached file to view the fax message.

SEND MESSAGES FROM YOUR INBOX

- ⇒ Open your Outlook® Inbox.
- ⇒ On the Outlook toolbar, click the **Send Message** icon. **-OR-** Select **New Voice Message** from the Actions menu.

- ⇒ Enter the recipient names.
- ⇒ Enter a subject.
- ⇒ Click **Record** on the Media Master control bar to record the message with your recording device.
- ⇒ Click **Stop** to end the recording.
- ⇒ Add text and attachments.
- ⇒ Click **Send**.

REPLY TO MESSAGES FROM YOUR INBOX

- ⇒ In the open message, click **Reply**.
- ⇒ Click **Record** on the Media Master control bar to record the message with your recording device.
- ⇒ Click **Stop** to end the recording.
- ⇒ Add text and attachments.
- ⇒ Click **Send**.

FORWARD A MESSAGE FROM YOUR INBOX

- ⇒ In the open message, click **Forward**.
- ⇒ Enter the recipient name.
- ⇒ Click **Record** on the Media Master control bar to record an introduction with your recording device.
- ⇒ Click **Stop** to end the recording.
- ⇒ Add text and attachments.
- ⇒ Click **Send**.

ADDING OPTIONS TO YOUR MESSAGE

To add special message options before sending your message:

- ⇒ Click **Options**.
- ⇒ Select from the following:
 - Importance
 - Sensitivity
 - Delivery Receipt
 - Future Delivery Date
 - Expiration Date
- ⇒ Click **Close** after adding options selected.

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