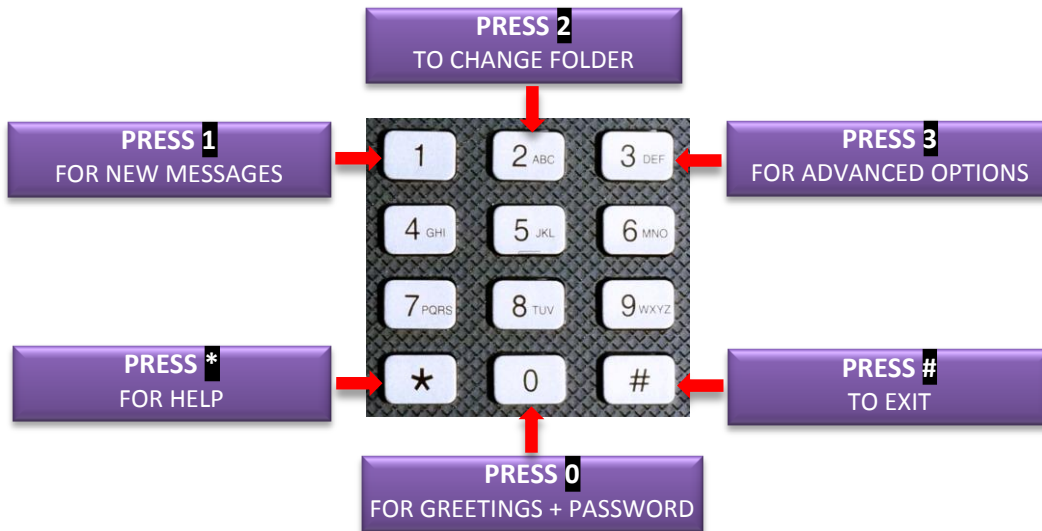


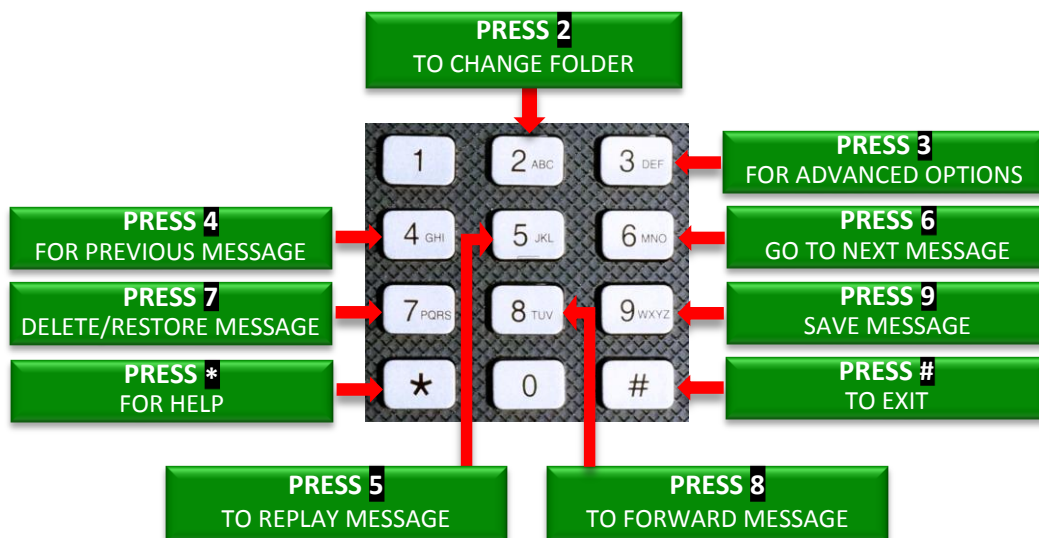
TO LOGIN to your voicemail box



UCx Voicemail - MAILBOX MENU



UCx Voicemail - MESSAGE MENU



UCx Voicemail – COMMON USER FUNCTIONS

Mailbox Options

- 1 – Record Unavailable Message
- 2 – Record Busy Message
- 3 – Record Name
- 4 – Manage Temporary Greeting
- 5 – Change Password
- * – Return to Main Menu

Unavailable Greeting - plays to caller when Ring No Answer.

Default: "Person at extension xxx / <recorded name> is unavailable."

Busy Greeting - plays to caller if you are on the phone.

Default: "Person at extension xxx / <recorded name> is on the phone."

Temporary Greeting - if recorded it will always play.

Use this greeting to inform callers about and during long periods of absence.

Recording Greetings - System advises if Temporary Greeting is in place:

If Temporary Greeting is recorded, system will prompt:

- 1 - Record temp greeting (to record a new one)
- 2 - Erase temporary greeting

During recording of any Greeting you can:

- 1 - Accept your recording
- 2 - Listen to your recording
- 3 - Re-record
- # - End your recording

Folders

Messages left are saved in the "New" Folder.

Messages played and not deleted are saved in "Old" Folder.

Once played, messages can be saved in folder of choice:

- 0 - New
- 1 - Old
- 2 - Work
- 3 - Family
- 4 - Friends

Message Envelope Playback

- 1 – Skip Envelope and Play Message

During Message Playback

- * - Rewind Message by 3 seconds
- # - Fast Forward Message by 3 seconds
- 0 - Pause Message playback; press '0' to resume playback
- 1456789** - Any of these buttons will stop Message playback and perform the action at the Message Level

Current Folder

On Login if New Messages >0, Current Folder = "New" Folder

On Login if New Messages =0, Current Folder = "Old" Folder

On Folder change, Current Folder = Selected Folder

Leaving Messages

System Plays Greeting. During greeting, press:

- # - Skip rest of greeting and start Message recording
- * - Skip Message recording and allow remote access to your personal mailbox; System prompts for password
- 0 - Transfer to operator if enabled

System Plays "Beep"

System Records Message. During recording, press:

- # - End recording and select the following options:
 - 0 - Transfer to operator if enabled (RECORDING IS DELETED)
 - 1 - Save message in your "New" Folder
 - 2 - Review message
 - 3 - Re-record message
 - 4 - Mark/remove urgent status
- Hang up** - Message left in "New" Folder

Configurable by Administrator on a system-wide basis

Ring-time before Call goes to Voicemail

The default ring time before a call is sent to voicemail is 20 seconds.

Key to escape Greeting and go to Voicemail

The default value is **#**.

Instruction to Callers to "please leave message after tone"

The default is ON. If turned off, caller will simply hear a Beep.

Transfer to Operator

Define the Operator Extension to allow transfer to the operator by pressing **0** when listening to Mailbox Greeting or Leaving a Message.

Configurable by Administrator on a per extension basis

Unified Messaging

Enter the user's Email address to send notification by email when there is a new message. Enable 'Email Attachment' option so that voicemails are included as attachments.