## Main Menu

| L | Listen to Messages | 5 |
|---|---|---|

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, you call your mailbox and access the Main Menu.

Automated Attendant answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

### While listening you can:

| RE | Record REply | 73 |
|---|---|---|
| MF | Have Msg Forwarded | 63 |
| MC | Make Call to Sender | 62 |
| TI | Get Time, Date, [Sender] | 84 |
| SA | SAve Message | 72 |
| E | Erase Msg | 3 |

| RL | Reverse Listening Order | 75 |
|---|---|---|
| L | Listen to Next Msg | 5 |
| B | Backup a Few Secs | 2 |
| BB | Backup to Beginning | 22 |
| G | Go Ahead a Few Secs | 4 |
| * | Pause/Resume Listening | * |

| VU | Turn Volume Up | 88 |
|---|---|---|
| VD | Turn Volume Down | 83 |
| VN | Restore Volume to Normal | 86 |
| # | Exit Listen Mode | # |
| | See also "Select Listen Mode" on the Main Menu | |

| RS | Record & Send a Message | 77 |
|---|---|---|

### While recording you can:

| B | Backup a Few Secs | 2 |
|---|---|---|
| BB | Backup to Beginning | 22 |
| * | Pause/Resume | * |
| E | Erase Recording | 3 |
| TI | Hear Time/Date | 84 |
| # | End Recording | # |

### When done recording you can:

| | Enter mailbox numbers to receive msg, up to 10. | |
|---|---|---|
| *N | Specify recipients by name. After you press *N, follow the voice prompts. | *6 |
| ** | Erase msg and return to Main Menu. | ** |

### After entering a mailbox number or name you can:

| | Enter another mailbox number. Or, press N to enter another mailbox name. | |
|---|---|---|
| *R | Request a return receipt. As soon as the recipient listens to your msg, UX Mail lets you know by placing a "receipt" in your mailbox. The receipt consists of two parts: the voice prompt "The following return receipt arrived on (date/time) from (name or number)," followed by the msg that was listened to. After you press *R, you can go to the top of this menu. | *7 |
| *U | Tag a message as "urgent" so the message gets priority handling in the recipient's mailbox. Upon logging on to their mailbox, the recipient hears "This is an urgent message" followed by the message. | *8 |
| *C | Tag a message as "confidential." Recipients of confidential messages cannot use the MF command or Auto Forward feature to send the message to another mailbox. | *2 |
| # | Send msg and return to Main Menu. | # |
| *N | Specify next recipient by the opposite method, then go to the top of this menu. | *6 |
| * | Cancel previous mailbox. If no mailbox recipients remain, go to previous menu. Otherwise, go to the top of this menu. | * |
| ** | Erase msg and go to Main Menu. | ** |

### Check or Delete Message

| CM | Lets you know if a msg that you sent has been listened to. If not listened to, you can delete it. UX Mail also lets you listen to the msg before you delete it. | 26 |
|---|---|---|

### Mailbox Greetings

| G | You can have 3 different greetings. UX Mail plays the greeting you select as "active." If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your greeting. If OFF, the Auto Attendant will try your extension. Callers hear your greeting only if you do not answer or are busy. | 4 |
|---|---|---|

### Record Mailbox Name

| RN | UX Mail will play your mailbox name in the voice prompts instead of your mailbox number. | 76 |
|---|---|---|

### Future Delivery Message

| FD | UX Mail sends the message on the date and time you specify. | 33 |
|---|---|---|

### PaGing Message

| PG | When a caller tries to reach you, UX Mail uses the message to page you. If the message is ON, UX Mail pages immediately. If OFF, UX Mail pages only if you do not answer. | 74 |
|---|---|---|

## Calling Your UX Mail Mailbox and Accessing the Main Menu

**To call your mailbox from outside the company:**
1. Dial company phone number _____.
2. Wait for the Automated Attendant to answer.
3. Dial # and your mailbox number.
   - Optionally dial * and a co-worker's mailbox number to leave them a message.
   - The codes in your system may be different.

**To call your mailbox from your UX 5000 terminal:**
1. Press Voice Mail key or your VMsg soft key.
   - Optionally press an idle CALL key and dial *8.
   - From a single line extension, lift handset and dial *8 instead.

**To access a feature from your mailbox's Main Menu:**
1. Dial the letters shown to the left of the feature name.
   - The corresponding numbers are shown to the right.
   - The letters you dial to access a feature match some of the letters in the feature name.
   - To get a recorded help message at any time, press 0.

| OP | Mailbox OPtions | 67 |
|---|---|---|

### The mailbox options are as follows:

| S | Security Code — Changes or erases your mailbox security code. | 7 |
|---|---|---|
| N | Message Notification — Calls co-worker or outside number when you get a msg. | 6 |
| AH | Auto Help — Turns some voice prompts on/off. | 24 |
| AF | Auto Forward — Copies your msgs to any mailbox you choose. | 23 |

| AT | Auto Time-Stamp — Plays the msg time, date and sender after the msg. | 28 |
|---|---|---|
| CW | Call Waiting — Lets a caller send beeps to your ext while you are busy on a call. | 29 |
| CA | Call Announcing — Lets you know who is calling. | 22 |
| # | Exit Menu | # |

| TI | TIme and Date | 84 |
|---|---|---|

| SA | Sys Admin Options (For Sys Admin Mailboxes only) | 72 |
|---|---|---|

### Select Listen Mode

| 1N | New Messages | 16 |
|---|---|---|
| 1S | Saved Messages | 17 |
| 1H | Held Messages | 14 |
| 1A | All Messages | 12 |
| | These options are also available while listening to a msg. | |

| X | EXit Mailbox | 9 |
|---|---|---|

## UX Mail
### Quick Reference Chart

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