

UM8700 VOICE MAIL (Ext. 8444)

Centigram Emulation

TUTORIAL

First time login activates "User Tutorial" at which time you will be helped to "setup" your mailbox which includes:

- Name
- Greeting
- Security Code

LOGIN

-From your extension:       Dial Voice Mail extension (8444)  
                                  Enter Security Code (If this is your first login, your passcode will be your 4 digit extension number)

-From another extension:   Dial 8200  
                                  Press #  
                                  Enter mail box number  
                                  Enter Security Code

-From outside:               Dial 410-221-8200  
                                  Press #  
                                  Enter mail box number  
                                  Enter Security Code

-From outside to  
Automated Attendant:       Dial: 410-221-8200 (Local Cambridge)  
                                  Or 410-476-5400 (Local Easton)  
                                  Or 410-883-3021 (Local Salisbury)  
                                  Press #  
                                  Enter mail box number  
                                  Enter Security Code

SELECTED OPERATING DETAILS:

1) For voice mail to work your phone must be forwarded to voice mail (Ext. 8444).

ANALOG PHONES: To forward your calls to voice mail when your phone is busy: Pick up your hand set, Dial \*3, Dial 8444, Hang up. To forward your calls to voice mail when you don't answer: Pick up your hand set, Dial \*4, Dial 8444, Hang up. If you want all your calls forwarded to Voice mail: Pick up your hand set, Dial \*2, Dial 8444, Hang up. To cancel either the above, dial #3, #4 or #2 respectively.

DIGITAL PHONES: You may have three buttons CFW-All (Forward all calls), CFB (Forward busy) and CFNA (Forward No Answer calls). If either button is lit, then that function is in operation. To cancel, pick up the hand set and push the button. To activate, pick up the hand set, push the button and dial 8444.