

UMS 2.4

Features available at all times:

- Return to previous menu *
- Finish a key entry #

During playback, you can:

- Save current message 1
- Forward message to extension 2
- Skip to next message 3
- Replay current message 4
- Rewind 6 seconds 5
- Fast forward 6 seconds 6
- Delete this message, play next 7
- Decrease volume 8
- Increase volume 9

Enter the System

1. Dial UMS system number:

IUB 812-856-9800

IUPUI 317-278-4288

2. Enter 10 digit mailbox number, then #:

3. Enter the passcode, then #:

Main Menu

- Manage Voice Messages 1
- Manage Email 3
- Send Voicemail 4
- Manage Personal Options 5
- Calendar Access 6
- Access another Mailbox 8
- Place Call 9*

Note: Many options that follow have additional selections that are not listed. Depending on the option you choose, the system will present you with a list of additional choices if they are available.

For a more detailed list, see the UMS 2.4 Quick Reference Guide

*** Local Calls Only**

Manage Voice Messages 1

- Listen to New Messages ... 1
 - Listen to Saved Messages... 2
 - 1 Save current voicemail
 - 2 Forward message to extension
 - Enter number followed by # *
 - 2 Dial by name *
 - 3 Dial by personal group *
 - 4 Dial by personal contact *
 - 5 Dial by system distribution list *
- *These options will be repeated to you until you press # to finish addressing recipients.**
- 3 Skip to next message
 - 4 Replay current message
 - 5 Reply to current message
 - 1 Call back to this number, then listen to call options .
 - 2 Reply with voicemail. Listen to reply options, record message .
 - 6 Play text in message body
 - 7 Delete this message, play next
 - 8 Play envelope information

Manage Email 3

- Manage New Email... 1
 - Manage Saved Email... 2
 - 1 Save current email message
 - 2 Forward email to extension
 - Enter 10 digit number followed by # *
 - 2 Dial by name *
 - 3 Dial by personal group *
 - 4 Dial by personal contact *
- *These options will be repeated to you until you press # to finish addressing recipients.**
- 3 Skip to next email
 - 4 Replay current message
 - 5 Reply to email with voicemail.
 - Record your message and...
 - Send message Hang up
 - Hear special options 1
 - 6 Play text in email body
 - 7 Delete email, play next
 - 8 Play envelope information

Send Voicemail 4

- Enter 10 digit number followed by # *
 - 2 Dial by name *
 - 3 Dial by personal group *
 - 4 Dial by personal contact *
- *These options will be repeated to you until you press # to finish addressing recipients.**
- Record your message and...
 - Send message Hang up
 - Hear special options 1
 - To send, hang up or:
 - 2 Review
 - 3 Rerecord
 - 4 Send, return to main menu
 - 5 Cancel, return to main menu
 - 6 Set priority
 - 7 Schedule future delivery
 - Set time (in military format) 1
 - Set date 2
 - Finish or skip 3
 - * Cancel reply and return

Manage Personal Options 5**Set User Status 1**

- 1 Available
- 2 Away from Desk
- 3 At Lunch
- 4 Do Not Disturb
- 5 Gone Home
- 6 In a Meeting
- 7 Out of the Office
- 8 Out of Town
- 9 On Vacation
- 10 Working from Home

Set date, time, or both, depending on selected status. Enter time in military format.

Manage Follow Me 2

- 1 Turn Follow Me on or off, then listen for more configuration options.
- 2 Listen to current configuration, then listen for more configuration options.

Activate & Deactivate Rules 3

- 1 Toggle rule on or off

Manage Personal Options (cont'd) 5**Manage Personal Prompts 4**

- 1 Record voicemail greeting
- 2 Listen to voicemail greeting*
- 5 Record your name
- 6 Listen to your name prompt*
- 9 Toggle greeting on and off*

** Options 2, 6, and 9 are only heard if the respective prompt exists.*

Administrative Options 5

- 1 Manage Personal Groups
- 3 Set Your Passcode
- 4 Playback Options
 - 1 Set verbose or brief playback
 - 2 Sort by oldest or newest first
 - 3 Play high priority messages first
 - 4 Play mailbox confirmation
 - 5 Play status confirmation
 - 6 Configure message types
- 5 Notification Options
 - 1 Change method
 - 2 Reason
 - 3 Schedule
 - 4 Phone number

Manage Personal Options (cont'd) 5**Manage Deleted Messages 7**

- 1 Manage Deleted Voicemail...
 - 1 Save current voicemail
 - 2 Forward message to extension, and listen for more options.
 - 3 Skip to next message
 - 4 Replay current message
 - 5 Reply to current message
 - 1 Call back to this number. Listen to call options.
 - 2 Reply with voicemail, record message, listen for special options
 - 6 Play text in message body
 - 7 Delete current voicemail (final)
 - 8 Play envelope information

Manage Personal Options (cont'd) 5**Manage Deleted Messages (cont'd) 7**

- 3 Manage Deleted Email...
 - 1 Save current email
 - 2 Forward email to extension, and listen for more options.
 - 3 Skip to next email
 - 4 Replay current email
 - 5 Reply to current email
 - 1 Call back to this number. Listen to call options.
 - 2 Reply with voicemail, record message, listen for special options
 - 6 Play text in email message
 - 7 Delete current email (final)
 - 8 Play envelope information
- 4 Restore all messages...
- 5 Erase all messages...

Calendar Access 6

To listen to today's appointments, press **1** followed by **#**.

To listen to appointments for a specific date, enter the two-digit month, two-digit date, and two-digit year.

Note: Only Available to Exchange Users

Access another mailbox folder 8

Follow the prompts to access your custom subfolders, your Sent Items folder, or your Deleted Items folder.

Press **0** to return to your Inbox.

Place a Call 9

Enter the phone number you want to call, followed by **#**

Dial by name **2**
Enter the first 4 characters of your party's last name

Dial by personal contact **4**
Enter the first 4 characters of your party's last name

Note: Local calls only