

## 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**