



**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:

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

<b>L</b>	Listen to Next Msg	<b>5</b>
<b>B</b>	Backup	<b>2</b>
<b>G</b>	Go Ahead	<b>4</b>
<b>*</b>	Pause/Resume Listening	<b>*</b>

<b>#</b>	Exit Listen Mode	<b>#</b>
See also "Select Listen Mode" on the Main Menu		

While recording you can:

<b>*</b>	Pause/Resume	<b>*</b>
<b>E</b>	Erase Recording	<b>3</b>
<b>#</b>	End Recording	<b>#</b>

After entering a mailbox number or name you can:

	Enter another mailbox number.	
<b>#</b>	Send msg and return to Main Menu.	<b>#</b>
<b>*</b>	Re-enter the mailbox number.	<b>*</b>
	Press the <b>Back</b> soft key to erase the message and go to Main Menu.	

When done recording you can:

	Enter a mailbox number to receive the message.	
<b>*</b>	Send the message as a Broadcast Message	<b>*</b>
<b>#</b>	Erase message and return to Main Menu.	<b>#</b>

**Calling Your UX IntraMail 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.

The mailbox options are as follows:

<b>S</b>	<b>Security Code</b> Changes or erases your mailbox security code.	<b>7</b>
<b>N</b>	<b>Message Notification</b> Calls co-worker or outside number when you get a msg.	<b>6</b>

<b>AT</b>	<b>Auto Time-Stamp</b> Plays the msg time, date and sender after the msg.	<b>28</b>
<b>CO</b>	<b>Call Handling Options</b> Sets up Auto Attendant DVM and Paging.	<b>26</b>
<b>#</b>	<b>Exit Menu</b>	<b>#</b>

**UX IntraMail**  
Quick Reference Chart

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