

Welcome to the Kinesis / UM8500 emulation. With this system, you can receive, reply to, and forward voice, e-mail, and fax messages. The system is accessed and controlled using the keys on your telephone.

Calling Into the System

To access the messaging system, dial your system's access number. Depending on whether you access the system from inside your organization or via an external access number, you may need to enter both your mailbox number and your access code. When you log in to the system for the first time, you must set up your mailbox and choose a security code. Your mailbox number is assigned to you by your system administrator. Write the access numbers for your system and your mailbox number below. Once your message box is set up, add the security code.

Access Numbers

Internal Access Number: _____

External Access Number: _____

System Setup

During setup, the system asks you to record your name, record your personal greeting, and set your security code.

Authentication

Mailbox Number: _____

Security Code: _____

Notes:



Key Reminders

Main Menu

Use the following commands after logging in to your account:

- 1 Listen to new messages
- 2 Create and send a message
- 3 Listen to previously saved messages
- 4 Access the setup options

Message Playback

- 1 Restart message playback
- 2 Save message
- 3 Delete message
- 4 Reply to message
- 6 Mark message as new
- 7 Skip back 5 seconds[‡]
- 8 Pause message playback
- 9 Skip forward 5 seconds[‡]

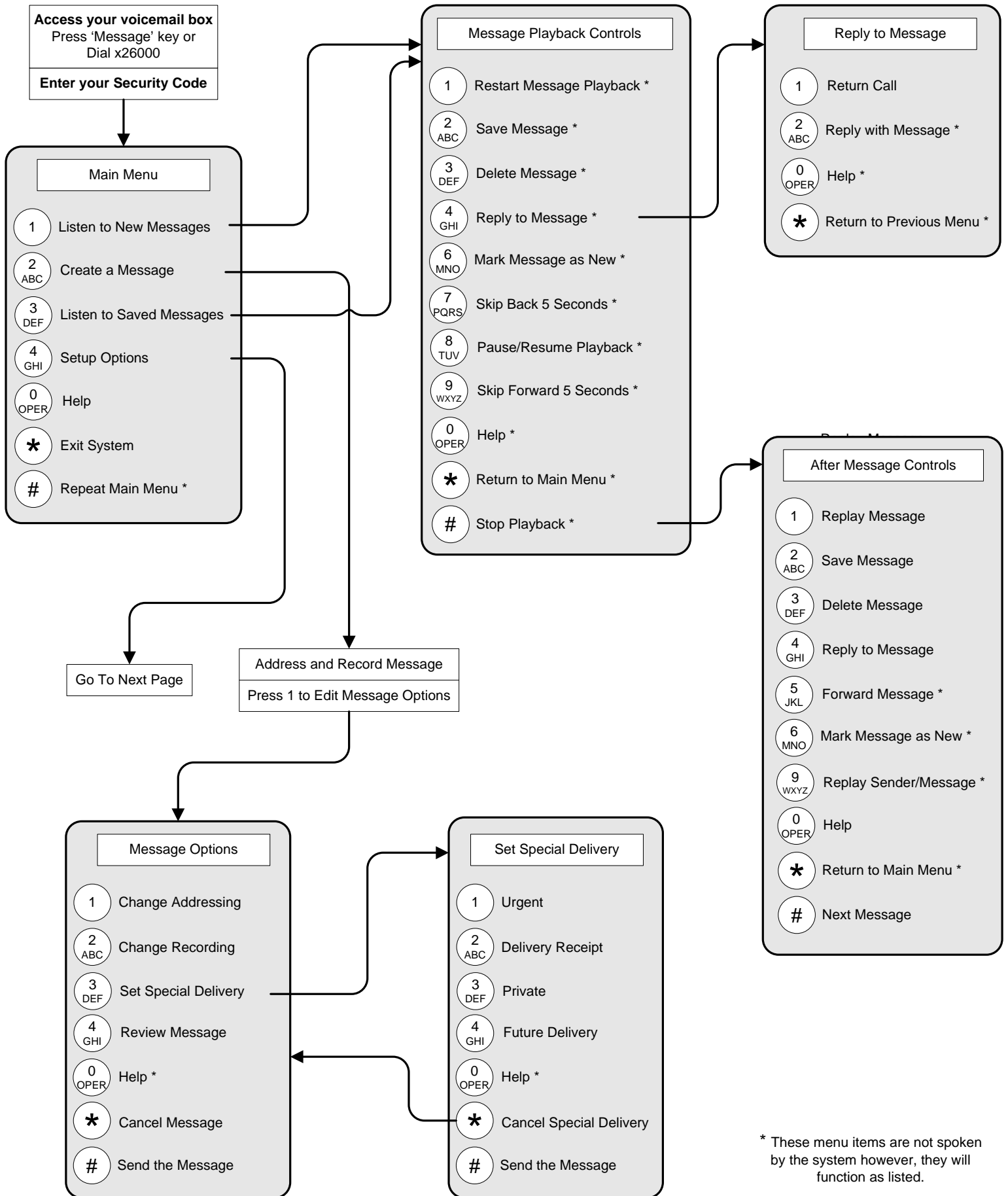
Common Keys

The keys on the bottom row of your keypad can have one of several different context sensitive functions. Although similar, these functions vary depending on the options of the menu in which the key is pressed.

- * Cancel or back up
- # Skip or move ahead
- 0 Help

[‡] Only available for messages in your voicemail. Not available for messages in your e-mail inbox.

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* These menu items are not spoken by the system however, they will function as listed.

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