UM8700 Quick User Tips

Accessing your mailbox can be done both on and off Campus.

- ✓ **On Campus:** From your extension, dial "**3480**" or press your "**Voicemail**" button located on your telephone. Enter your password when prompted.
- ✓ **Off Campus:** Dial "(**661) 259-7800**," when the system answers, press the "**#**" Key. Enter your mailbox number *(see note at the bottom of this page)* and your password.

- ✓ Once you have accessed your mailbox, use the following basic shortcuts to navigate your way through the system.

- • **Listen to New messages** – Press 4
  (Listening Options)
  - ➢ Reply – Press 4
  - ➢ Check Next – Press 5
  - ➢ Delete – Press 6
  - ➢ Time Stamp – Press 8
  - ➢ Redirect – Press 9
  - ➢ Mark as New – Press 0
  - ➢ Repeat Message - Press #

*Note: Your "**Mailbox Number**" is based on the **length** of your extension number. For Example:*

If your extension is 5 digits in length, your "Mailbox Number" would be the same.

If your extension is 4 digits in length, your "Mailbox Number" would be 9 plus (+) your extension number. For example, if your extension is 2222, your mailbox number is 92222.

- **<u>Record and Send a Message</u>** – Press 5
  - *Enter the mailbox number <u>(see note at the bottom of this page)</u>, User name of selected mailbox is played (Options)*
  - To Confirm – Press 1
    - At the tone, record your message, Press ***** when done.
      - o Edit – Press 4
      - o Change Special Delivery – Press 5
      - o Address to others – Press 6
      - o Send message- Press *
  - To Cancel – Press 2

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