

Welcome to the AD-64 and UM4730 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:

-  Play new messages
-  Create and send a message
-  Listen to old messages
-  Setup options

#### Message Playback

-  Decrease speed\*
-  Increase speed\*
-  Back 5 seconds<sup>‡</sup>
-  Pause message playback
-  Forward 5 seconds<sup>‡</sup>
-  Cancel playback from current sender and keep message unchanged
-  Replay message

\* This feature not available on all integrations.

<sup>‡</sup> Only available for messages in your voicemail. Not available for messages in your e-mail inbox.

