



**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:

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

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

#	Exit Listen Mode	#
See also "Select Listen Mode" on the Main Menu		

While recording you can:

*	Pause/Resume	*
E	Erase Recording	3
#	End Recording	#

After entering a mailbox number or name you can:

	Enter another mailbox number.	
#	Send msg and return to Main Menu.	#
*	Re-enter the mailbox number.	*
	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.	
*	Send the message as a Broadcast Message	*
#	Erase message and return to Main Menu.	#

**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:

S	Security Code	7
N	Message Notification	6

AT	Auto Time-Stamp	28
CO	Call Handling Options	26
#	Exit Menu	#

**UX IntraMail**  
Quick Reference Chart

0913420  
Rev 1, September 16, 2008  
Printed in U.S.A.

