


Hints & Tips

Change your security access code on a regular basis.

Record your mailbox name & greeting in a clear voice.



From any menu option, pressing  will always revert back one menu level.

Pressing     will always exit the system.



Delivery Options Menu

-  Confidential
-  Priority Message
-  Proof of Delivery
-  Specific Delivery Date
-  Cancel Delivery

Proof of Delivery Menu






-  Return Receipt Message
-  Non-delivery Notification

Specified Delivery Date

-  Enter Specific Date
-  Pick Day of Week

Hints & Tips

Select the option you wish to modify and follow the prompts:

-  Greetings
-  Access Codes
-  Group List Maintenance
-  Message Notifications
-  Transfer Options

Access Your Mailbox

1. Call the uCMC System using the :

Internal Number:
+

Or

External Number:

2. Enter your Mailbox Number:

Mailbox Number:

3. Enter your Access Code:

Access Code:

Enter selection from **Main Menu**.

Main Menu

- 1 Retrieve Messages
- ABC 2 Send a Message
- DEF 3 Personal Options Menu
- GHI 4 Check Delivery Status
- WXYZ 9 Check Mailbox Status
- TONES * Hang Up & Disconnect
- # Return to Sys. Greeting
- OPER 0 Dial an Internal Number

Message Listening Options

- 1 Repeat the Message
- ABC 2 Save the Message
- DEF 3 Delete the Message
- GHI 4 Reply to the Message
- JKL 5 Check Time/Date Stamp
- MNO 6 Copy Message
- QRST 7 Rewind 5 Seconds
- TUV 8 Pause/Resume
- WXYZ 9 Fast Forward 5 Seconds
- # # Skip to Next Message
- TONES * Cancel Message Review

Message Copy Options

When copying a message:

- 1 Copy with comments
Record your comment
Edit as desired
to accept comment
TONES * to cancel comment.

- ABC 2 Copy without comments

Select Copy Destination

Enter mailbox number, group number, or dial ^{TON}8 + personal group number for message copy.

Press # for the directory.

- # Send Message Now
- OPER 0 Delivery Options Menu
- TONES * Cancel Destination