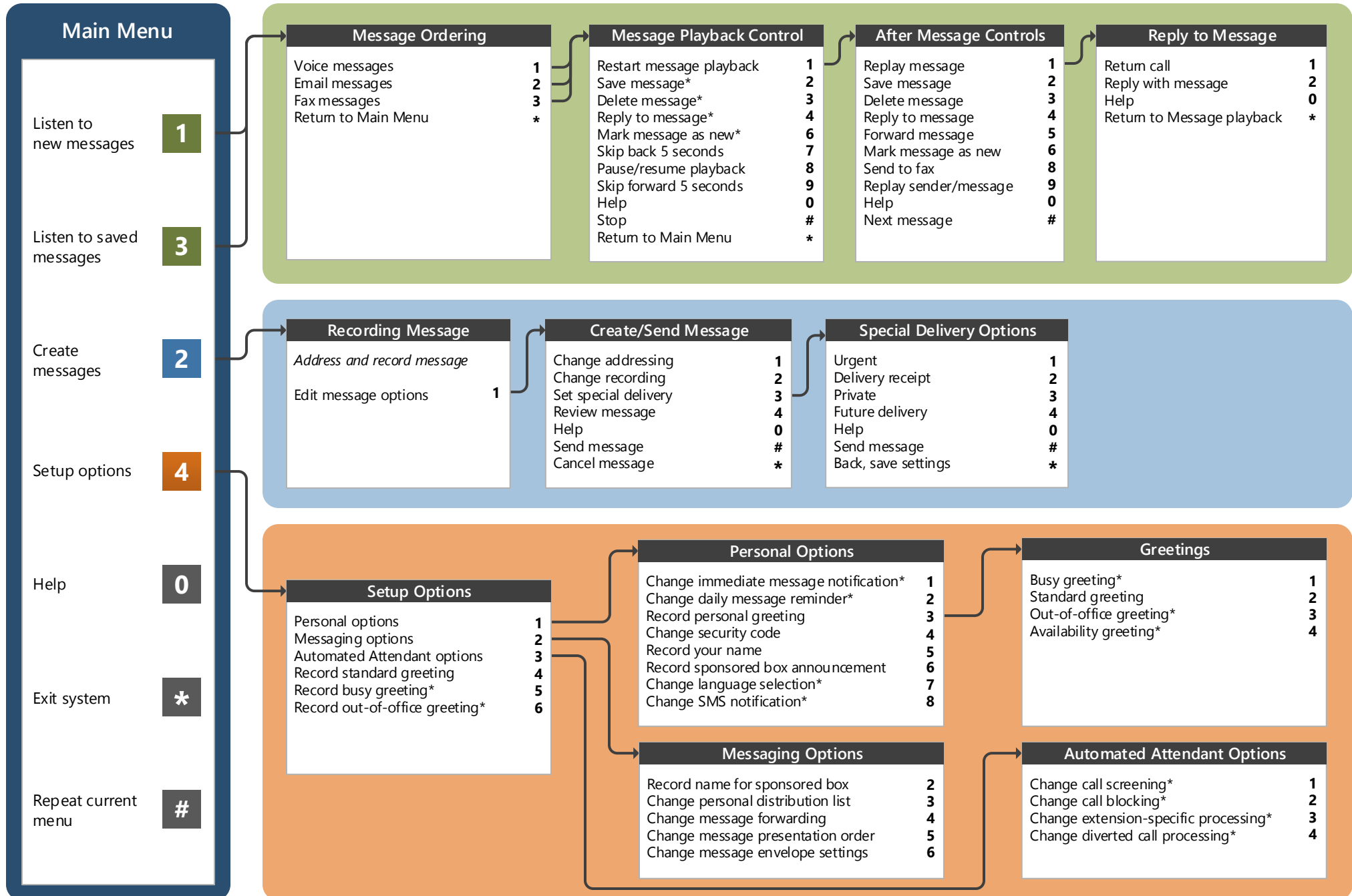


# MiCollab AM Quick Reference Card *Kinesis and UNIVERGE® UM8500*



*\*Depending on how your MiCollab AM system is set up, this command may not be available. Please consult your system administrator for additional information.*



## Welcome!

Welcome to the Kinesis and 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: \_\_\_\_\_

## Key Reminders

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

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### Main Menu

*If you want to...* *Then enter...*

Listen to new messages	<b>1</b>
Create and send a message	<b>2</b>
Listen to previously saved messages	<b>3</b>
Access Setup options	<b>4</b>

### Message Playback

*If you want to...* *Then enter...*

Restart message playback	<b>1</b>
Save message	<b>2</b>
Delete message	<b>3</b>
Reply to message	<b>4</b>
Mark message as new	<b>6</b>
Skip back 5 seconds*	<b>7</b>
Pause message playback	<b>8</b>
Skip forward 5 seconds*	<b>9</b>

### Common Keys

*If you want to...* *Then enter...*

Cancel or back up	<b>*</b>
Skip or move ahead	<b>#</b>
Help	<b>0</b>

Note

