

# MiCollab AM Quick Reference Card *Centigram® Emulation*



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

## Main Menu

### Centigram® Emulation

Select message  
type to review

**1**

Make new  
message

**M|6**

Play next  
available  
message (new  
messages, then  
saved messages)

**P|7**

eXit to attendant

**X|9**

Recover last  
deleted message

**Q**

Return to  
operation

**0**

### PhoneManager™

User options

**U|8**

### Message Type Menu\*

Voice messages	<b>1</b>
Fax messages	<b>2</b>
Email messages	<b>3</b>
All messages	<b>9</b>

### Message Menu

Play message again	<b>P 7</b>
Answer message	<b>A 2</b>
Give message to another user	<b>G 4</b>
Keep (save) message	<b>K 5</b>
Discard message	<b>D 3</b>
Make new message	<b>M 6</b>
skip to Top of next message or fax Transmission options	<b>T 8</b>
eXit to the main menu	<b>X 9</b>

### Addressing Message

Key in next mailbox number or Delete last number you entered	<b>Q</b>
--	----------

### Fax Transmission Options\*

send fax to your Default fax number	<b>D 3</b>
Input a specific fax number	<b>I 4</b>
eXit to the Main Menu	<b>X 9</b>

### Message Addressing Options

set/clear Confidential status	<b>C 2</b>
set/clear Receipt notification	<b>R 7</b>
set/clear Urgent priority	<b>U 8</b>
set/clear Future delivery	<b>F 3</b>
eXit to Recording Menu	<b>X 9</b>

### Recording Menu

Review your recording	<b>R 7</b>
Discard and start over	<b>D 3</b>
Append and continue	<b>A 2</b>
Message addressing options	<b>M 6</b>
send and eXit to Main Menu	<b>X 9</b>
Stop recording	<b>#</b>

### User Options

Personal options	<b>1</b>
Messaging options	<b>2</b>
Automated attendant options	<b>3</b>
Record your standard greeting	<b>4</b>
Record your busy greeting*	<b>5</b>
Record your out-of-office greeting*	<b>6</b>

### Automated Attendant Options

Change call screening*	<b>1</b>
Change call blocking*	<b>2</b>
Change extension-specific processing*	<b>3</b>
Change diverted call processing*	<b>4</b>

### Personal Options

Change immediate message notification*	<b>1</b>
Change daily message reminder*	<b>2</b>
Record personal greeting	<b>3</b>
Change security code	<b>4</b>
Record your name	<b>5</b>
Record an announcement for a mailbox you sponsor	<b>6</b>
Change language*	<b>7</b>
Change SMS notification*	<b>8</b>

### Record Personal Greetings

Busy greeting*	<b>1</b>
Standard greeting	<b>2</b>
Out-of-office greeting*	<b>3</b>
Availability greeting*	<b>4</b>

### Messaging Options

Record a name for a sponsored mailbox	<b>2</b>
Change a personal distribution list	<b>3</b>
Change message forwarding*	<b>4</b>
Change message Envelope settings	<b>6</b>

## Welcome!

Your organization's new MiCollab Advanced Messaging (MiCollab AM) unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, the Centigram® emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.



## Before You Start

To set up your MiCollab AM mailbox, your system administrator will give you the following information.

MiCollab AM internal number: \_\_\_\_\_

MiCollab AM external number: \_\_\_\_\_

Your subscriber mailbox number: \_\_\_\_\_

Your system administrator may also give you a default security code to use when you log on to MiCollab AM for the first time.

## Gaining Access to Your Mailbox

Follow these simple steps to start using MiCollab AM.

1. Call the MiCollab AM internal or external number.
2. If necessary, press the key for triggering a subscriber log on (default = #).
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the default code, if your administrator has given you one).

## Performing Common Tasks

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

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

### Getting Started...

<i>If you want to...</i>	<i>Then enter...</i>
Listen to the first new message	<b>7</b>
Listen to other new and saved messages	<b>7 8</b>
Make a message for another subscriber	<b>6 extension</b>

### Changing Your Mailbox Options

<i>If you want to...</i>	<i>Then enter...</i>
Change name	<b>8 1 5</b>
Change password	<b>8 1 4</b>
Change standard greeting	<b>8 4 or 8 1 3 2</b>
Change busy greeting*	<b>8 5 or 8 1 3 1</b>
Change out-of-office greeting*	<b>8 6 or 8 1 3 3</b>
Set automatic message forwarding*	<b>8 2 4</b>
Set Immediate Message Notification*	<b>8 1 1</b>

### After Recording & Addressing Message

<i>If you want to...</i>	<i>Then enter...</i>
Mark message Confidential	<b>6 2</b>
Mark message Urgent	<b>6 8</b>
Request return receipt	<b>6 7</b>
Request future delivery	<b>6 3</b>

### After Listening to Message

<i>If you want to...</i>	<i>Then enter...</i>
Answer (reply to) the message	<b>2</b>
Discard (delete) the message	<b>3</b>
Give (forward) the message to another subscriber extension	<b>4 extension</b>
Keep (save) the message	<b>5</b>
Make a message for Another subscriber extension	<b>6 extension</b>
Send the message to a fax number you specify (if it is a fax)	<b>8 4 number</b>
Send the message to your default fax number (if it is a fax)	<b>8 3</b>