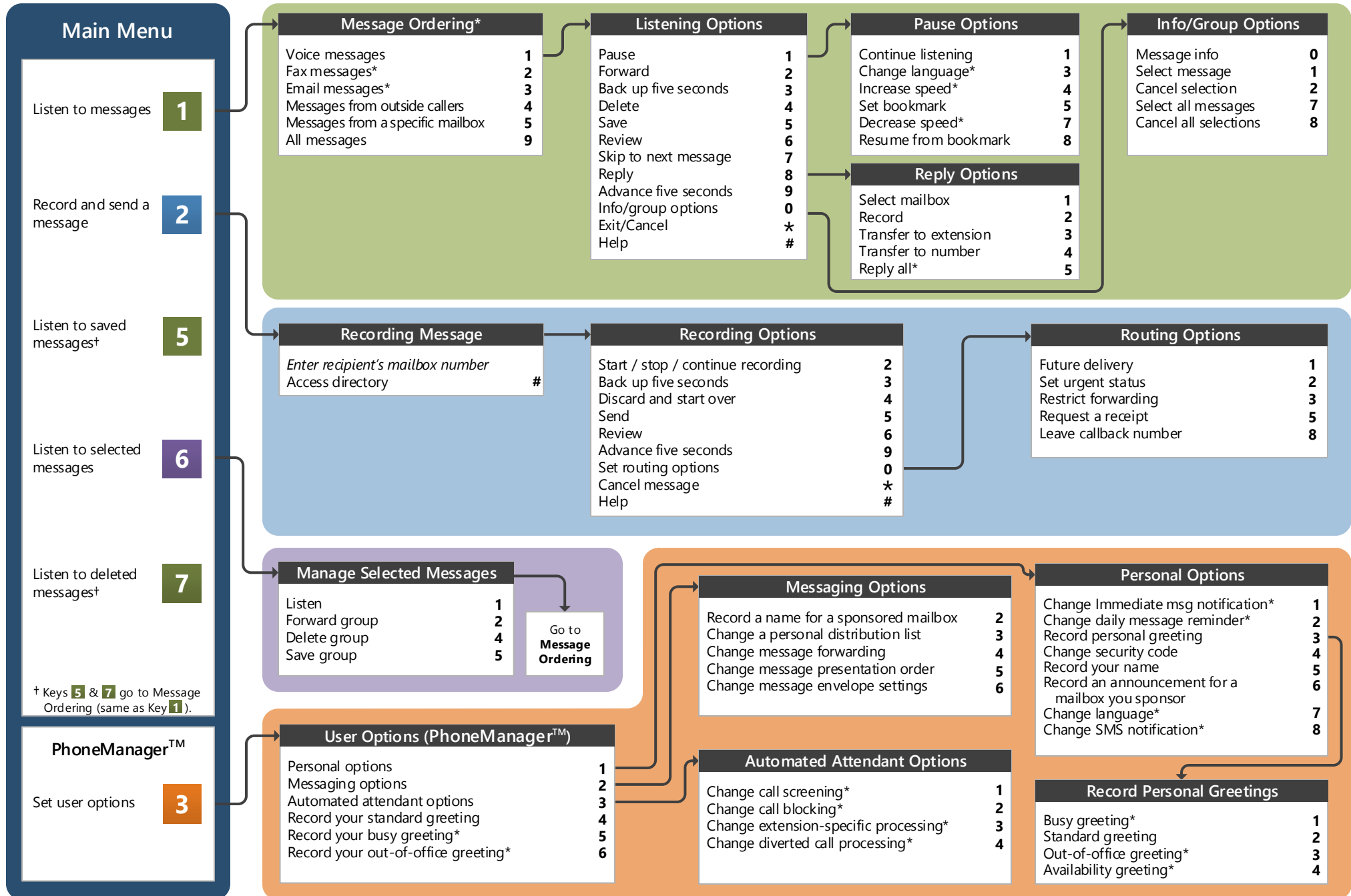


MiCollab AM Quick Reference Card *Original TUI*



* 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!

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.



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 new messages | 1 |
| Record and send a message | 2 |
| Listen to saved messages | 5 |
| Review, forward, delete, or save messages you have selected | 6 |
| Listen to and recover messages you have marked for deletion (in this session only) | 7 |

Changing Your Mailbox Options

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

While Listening to Message

| <i>If you want to...</i> | <i>Then enter...</i> |
|--------------------------|----------------------|
| Increase playback speed | 1 4 |
| Decrease playback speed | 1 7 |
| Skip back five seconds | 3 |
| Delete a message | 4 |
| Save a message | 5 |
| Skip to next message | 7 |
| Reply to a message | 8 |
| Skip ahead five seconds | 9 |

After Recording Message

| <i>If you want to...</i> | <i>Then enter...</i> |
|------------------------------------|----------------------|
| Request future delivery | 0 1 |
| Mark the message urgent | 0 2 |
| Restrict forwarding of the message | 0 3 |
| Append a fax | 0 4 |
| Request a return receipt | 0 5 |
| Leave a callback number | 0 8 |