Welcome to UNIVERGE® UM4730 — a simple yet powerful messaging system that can greet your callers and record your messages. The messaging system is quick and easy to use.

The chart on the following page shows the menus available using the default telephone user interface on your phone.

NOTE: Some features might not be available in your organization.

Using the system

The messaging system plays a menu of options. Press the number associated with an option to perform the particular task.

For more detailed information about the messaging system see:
- Mailbox Manager Help, click to view the Help topics.

To set up your mailbox by phone

Answer a few questions to set up your mailbox. The system asks you to record your name, record a personal greeting, and set your security code.

1. Call the system.
   - From inside your organization: **Press Message or Voicemail Button**
   - From outside your organization: 615-963-6245

2. When the system greets you, enter:
   - Personal ID/User ID: Internal: Your Extension, External: 9 + Your Extension
   - Security code: 0000

3. Answer the system questions. Press 1 for Yes, 2 for No.
   - When the system tells you that your mailbox is set up, press 1 to confirm.