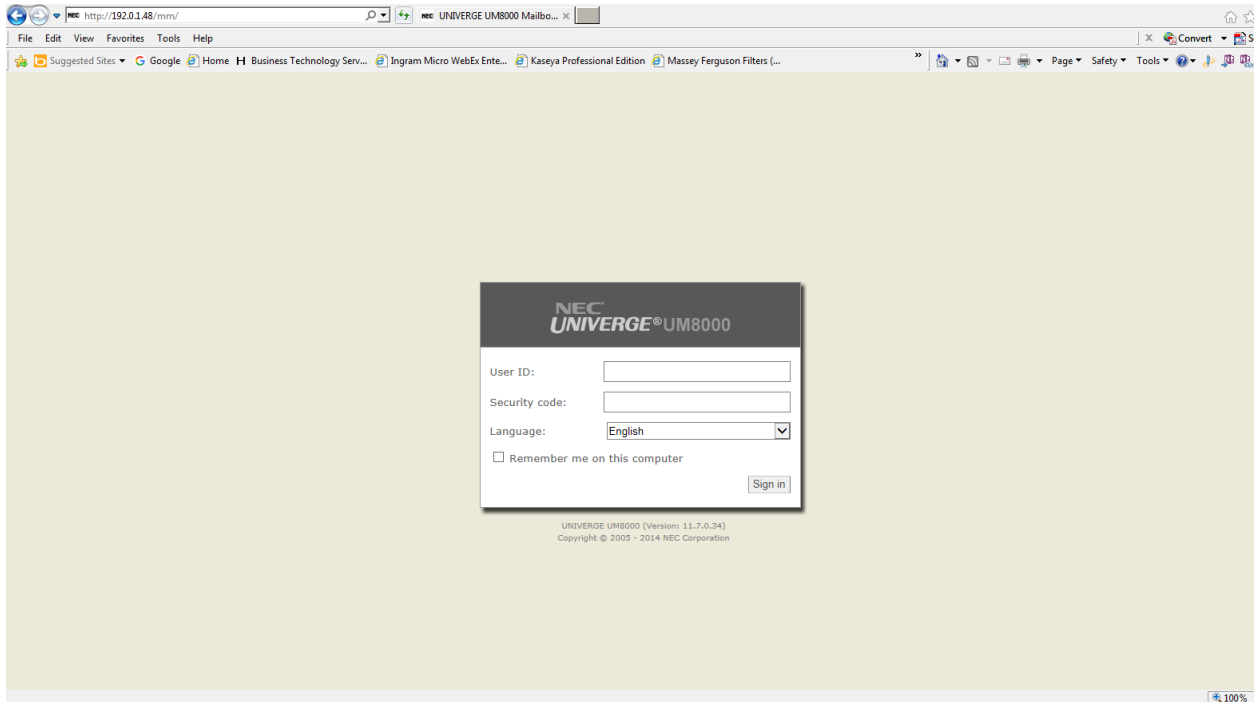
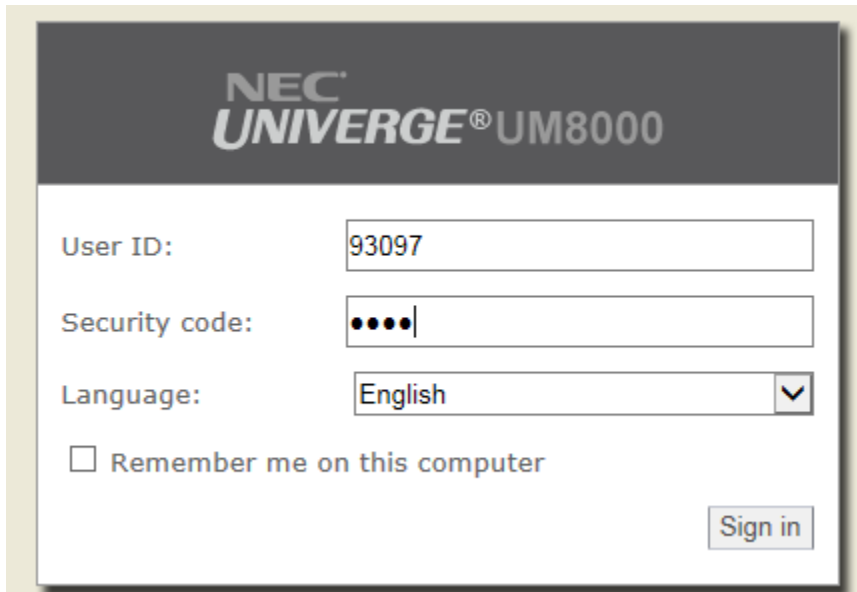


Recording voice mail for a virtual extension



Open a web browser and go to 192.0.1.48/mm. Log in with the extension number with a 9 in front of it (93097). Default password is 0000.



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You will get this message the first time you log in.

Messages Profile Greetings Playback Transfer | Screening Notification Groups E-mail

Welcome to the Voice Messaging System!

As a new voice mailbox owner, please take a moment to personalize your new mailbox.

Enter your name:

Last Name:

First Name:

Change Security Code:

Enter current code

Enter new code

Verify new code

Change Recordings:

Recorded name

Standard greeting

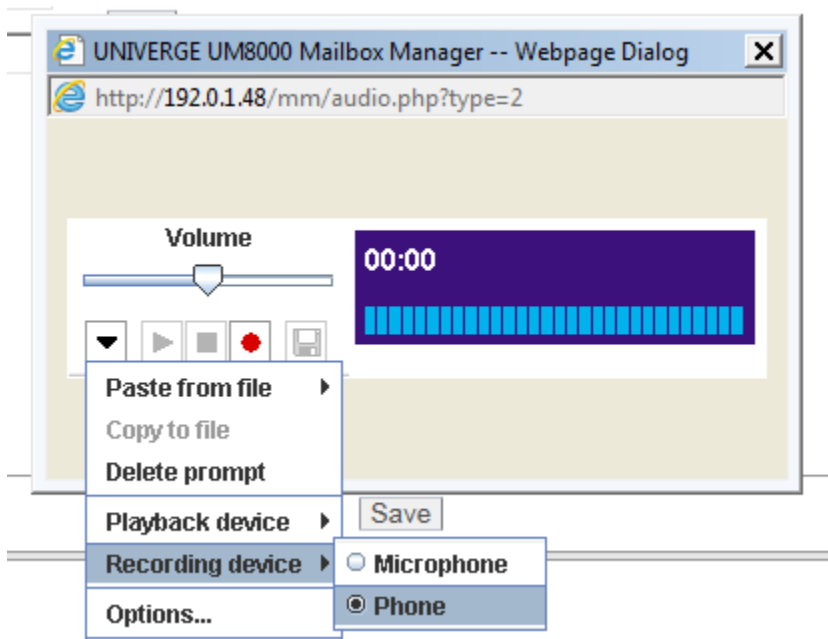
Busy greeting

Directory listings:

List in the phone directory

UNIVERGE UM8000 (Version: 11.7.0.34)

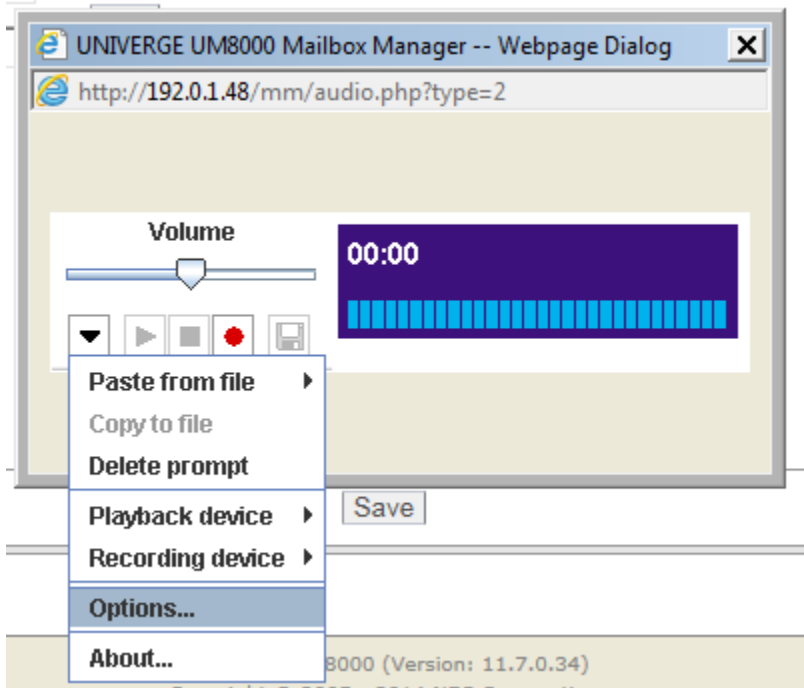
Click on edit standard greeting. The window that comes up is a java script. You have to have java product version 1.5.0.170 or below. Click on the down arrow / Recording device / phone. Also do this to the playback device.



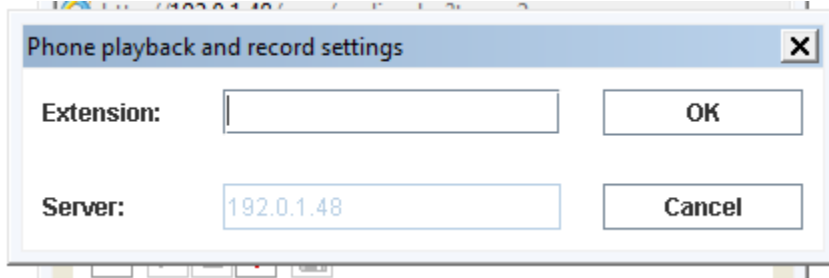
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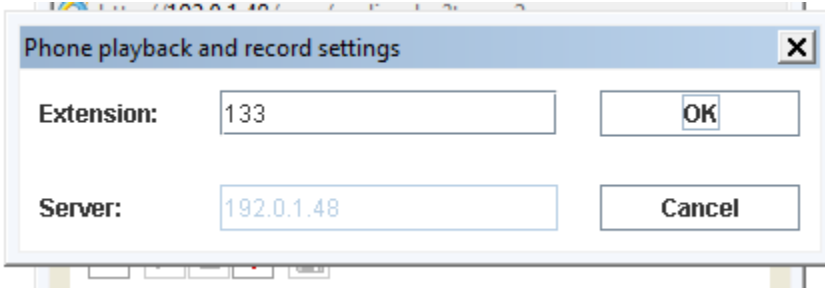
Click on the drop down again and then click on options.



This window will come up, add your extension number to where you want to call to record your greeting. This greeting is for the extension we are working under not the extension we entered to call.



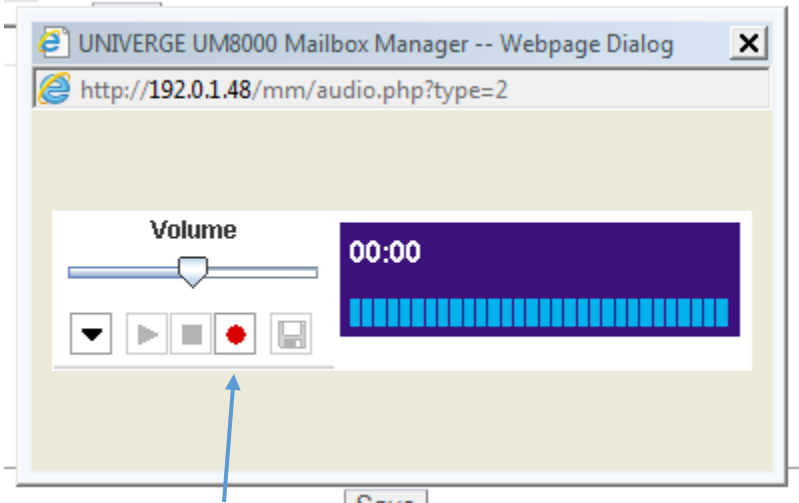
Enter extension (ex. 133). Then click ok.



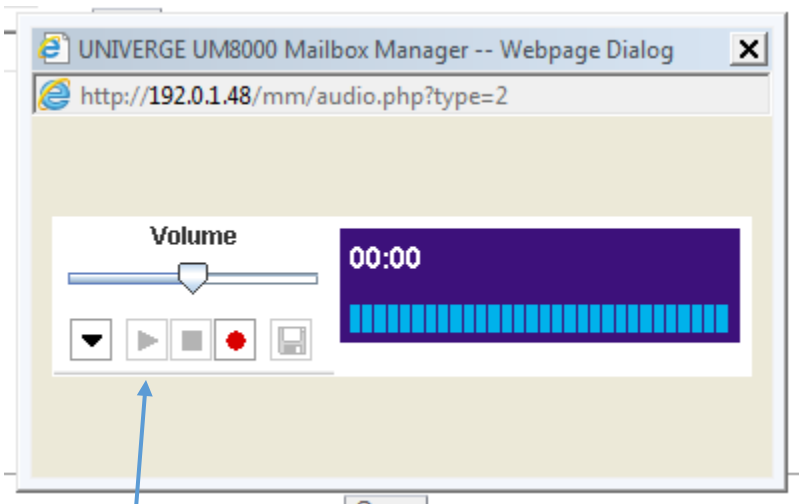
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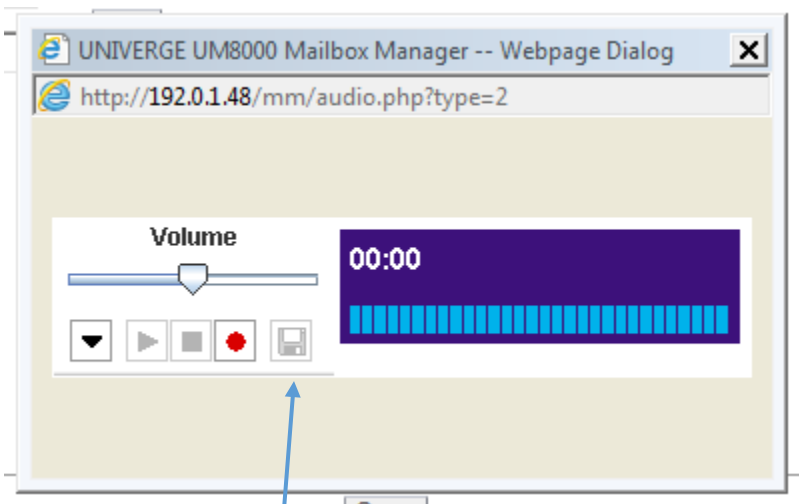
Click the record button (red dot). Extension 133 should ring. After answering it you will hear a beep. Start recording your message. When done hang up.



You can play it back by clicking on the play button. The extension will ring again.



If you like it click save.



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