UM8700 Quick User Tips

Accessing your mailbox can be done both on and off Campus.

✅ **On Campus:** From your extension, dial “3480” or press your “Voicemail” button located on your telephone. Enter your password when prompted.

✅ **Off Campus:** Dial “(661) 259-7800,” when the system answers, press the “#” Key. Enter your mailbox number *(see note at the bottom of this page)* and your password.

✅ Once you have accessed your mailbox, use the following basic shortcuts to navigate your way through the system.

- **Listen to New messages** – Press 4
  *(Listening Options)*
  - Reply – Press 4
  - Check Next – Press 5
  - Delete – Press 6
  - Time Stamp – Press 8
  - Redirect – Press 9
  - Mark as New – Press 0
  - Repeat Message - Press #

*Note: Your "Mailbox Number" is based on the length of your extension number. For Example:*

If your extension is 5 digits in length, your "Mailbox Number" would be the same.

If your extension is 4 digits in length, your "Mailbox Number" would be 9 plus (+) your extension number. For example, if your extension is 2222, your mailbox number is 92222.
• **Record and Send a Message** – Press 5
  
  ➢ *Enter the mailbox number (see note at the bottom of this page), User name of selected mailbox is played (Options)*
  
  ➢ To Confirm – Press 1
    
    • At the tone, record your message, Press * when done.
      
      o Edit – Press 4
      
      o Change Special Delivery – Press 5
      
      o Address to others – Press 6
      
      o Send message- Press *
  
  ➢ To Cancel – Press 2

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