

UCx SmartVoice



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**Note:** The customer's PBX must be able to send the \*\( \dagger \) and a feature access code along with the call. The PBX must also be able to outpulse the specific DID number with the call and not be limited to outpulsing the BTN only.

UCx SmartVoice DID Features must be purchased and assigned to your account before they will be available for use with your service. Please contact Customer Care at 877-487-8722 for any questions or to order additional features.

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#### FEATURE ACCESS CODE CALLS

#### Call Forwarding (Always)

#### Activation

- Lift handset. Press the assigned code
- Enter phone number to which calls will be forwarded.
- Replace handset. The service is on.

#### Deactivation

- Lift handset. Press the assigned code
- Replace handset. The service is off.

#### Call Forwarding Busy

#### Activation

- Lift handset. Press the assigned code
- Enter phone number to forward calls when you're on the phone.
- Replace handset. The service is on.

#### Deactivation

- Lift handset. Press the assigned code
- Replace handset. The service is off.

#### Call Forwarding No Answer

#### Activation

- Lift handset. Press the assigned code
- Enter phone number to forward calls when you do not answer.
- Replace handset. The service is on.

#### Deactivation

- Lift handset. Press the assigned code
- Replace handset. The service is off.

### CALLS (cont.)

#### Call Forwarding Not Reachable

#### Activation

- Lift handset. Press the assigned code
- Enter phone number to which calls will be forwarded to in an outage or All Call Paths Busy condition.
- Replace handset. The service is on for all calls.

■ Replace handset. The service is off for all calls.

#### **Deactivation**

- Lift handset. Press the assigned code

- Blocking Per Call
- Calling Line ID Delivery Lift handset. Press the assigned code



- Dial the phone number.
- The call is placed, and your calling line ID is not displayed.

#### Calling Line ID **Delivery Per Call**

- Lift handset. Press the assigned code

- Dial the phone number.
- The call is placed, and your calling line ID is displayed for this call.

### FEATURE INSTRUCTION

#### VOICE PORTAL

Your Voice Portal provides access to your SmartVoice voicemail account. Remote Access to Call Forwarding (RACF) is also managed with your Voice Portal. These services are only available if assigned to your account.

Voice Portal #: \_\_\_\_\_

If you do not have your Voice Portal #, please contact Customer Care at 877-487-8722 for assistance.

### REMOTE ACCESS TO CALL FORWARDING

#### From Voice Portal Main Menu

- 1 Access Voice Messaging
- Record personalized name
- 4 Change Call Forwarding options†
- Change passcode
- 9 wxyz Exit
- # Repeat menu

#### **FFATURE**

### INSTRUCTIONS

## REMOTE ACCESS TO CALL FORWARDING (CONT.)

#### Call Forwarding

- 1 Activate Call Forwarding
- 2 Deactivate Call Forwarding
- 3 Change forwarding destination
- 4 Listen to forwarding status
- \* Return to Voice Portal Main Menu
- # Repeat Menu

### Forwarding Destination

- # Enter forward to number followed by the pound key
- Return to Call Forwarding Menu

#### VOICEMAIL **FEATURES**

Note: User must have an active Voicemail account to use the following features.

#### **Getting Started**

Welcome to SmartVoice Voicemail. Before accessing your mailbox, please be sure to take a moment to familiarize yourself with this user guide. It provides you step by step instructions to set up your mailbox. It also offers hints to manage your messages more effectively.

Your Voice Portal provides access to your SmartVoice Voicemail account. Please reference your Voice Portal # provided on page 5.

#### Call Forwarding Always to Voicemail

#### Activation

Lift handset. Press the assigned code



- An announcement will verify calls will go directly to VM.
- Replace handset. The service is on.

#### Deactivation

Lift handset. Press the assigned code







- An announcement will verify calls will not go directly to VM.
- Replace handset. The service is off.

#### Call Forwarding Busy to Voicemail

#### Activation

Lift handset. Press the assigned code







- An announcement will verify calls will go to VM.
- Replace handset. The service is on.

#### Deactivation

Lift handset. Press the assigned code







- An announcement will verify calls will not go to VM.
- Replace handset. The service is off.

#### **FEATURE**

### INSTRUCTIONS

### VOICEMAIL FEATURES (cont.)

#### Call Forwarding No Answer to Voicemail

#### **Activation**

- Lift handset. Press the assigned code \* 4 1 1
- An announcement will verify calls will go to VM when you do not answer.
- Replace handset. The service is on.

#### **Deactivation**

- Lift handset. Press the assigned code # 4 GHI 1
- An announcement will verify calls will not go to VM when you do not answer.
- Replace handset. The service is off.

#### Direct Voice Mail Transfer

- Call is established
- Flash hook for dial tone.
- Press the assigned code . You will hear an announcement to press pound or hang up to transfer the call to your voicemail box.

#### **FEATURE**

#### INSTRUCTIONS

### VOICEMAIL FEATURES (cont.)

#### Voice Portal Access

- Lift handset. Press the assigned code
- \* 6 ABO
- You are connected to the Voicemail menu system.

#### From Voice Portal Main Menu

- 1 Access Voice Messaging
- Record personalized name
- 4 Change Call Forwarding options
- 8 Change passcode
- 9 wxyz Exit
- # Repeat menu

#### From Voice Messaging Menu

For users that have voicemail

- 1 Play messages (see Play Messages table)
- Busy Greeting menu (see Busy Greeting table)
- No Answer Greeting menu (see No Answer Greeting table)
- Compose Message menu (see Compose Message table)
- 7 Delete all messages
- \* Go to the Voice Portal Main Menu
- # Repeat menu

### **FEATURE**

#### INSTRUCTIONS

### VOICEMAIL FEATURES (cont.)

#### Reply to Message Table

Press 1 9 1 from the main menu, then one of the following keys:

- 3 Send reply
- 1 Change current reply
- Listen to current reply
- Set or clear "urgent" indicator
- 7 Set or clear "confidential" indicator
- \* Return to previous menu
- # Save Message

#### Forward Message Table

Press 1 9 2 from the main menu, then one of the following keys:

- Send message to specific group members
- 4 Send message to entire group
- 1 Change current introduction
- Listen to current introduction
- Set or clear "urgent" indicator
- 7 Pors Set or clear "confidential" indicator
- \* Return to previous menu
- # Repeat menu

Note: Messages marked "confidential" cannot be forwarded.

#### **VOICEMAIL FEATURES (cont.)**

Compose
Message
Table

Press from the main menu, then one of the following keys:

- Send message to specific group member(s)
- Send message to entire group
- 1 Change current message
- Listen to current message
- Set or clear "urgent" indicator
- 7 Set or clear "confidential" indicator
- \* Return to Voice Messaging Main Menu
- # Repeat menu

#### Leaving Messages for Other Users

#### During greeting:

- Interrupt the greeting and start recording voice message
- \* Transfer out of greeting to Voice Portal password prompt

# While recording message:

# After leaving a message:

- Cancel recording and transfer to Voice Portal password prompt
- # Stop recording and review message
  - 1 Delete message and record again
- 2 Listen to current message
- To send message (or hang up)
- Mark as urgent
- Mark as confidential
- \* Cancel recording and transfer to Voice Portal password prompt
- # Stop recording and review message