Unity Voicemail

Simple Steps

INITIALIZE YOUR MAILBOX

Call Unity, by pressing messages button, or dial extension 5900.
Begin the Unity tutorial.
Enter your TEMPORARY password (589985).
Follow the steps to change it to your own personal password.
Record your first and last name.
Record a personal greeting.
Make sure you hear the voice say "You've completed registration" before you hang up.

ACCESSING VOICEMAIL

Externally:

Call your personal direct number.
When you hear the greeting, press *.
Enter your 4 digit extension number, then press #.
Enter your password, then press #

Internally - Own VM box:

Press your **Messages** button, or dial 5900. (You will hear your name).
Enter your password, then press #.

Internally - Sharing a Phone:

Dial 5900, then press *
System will ask you to "Enter your ID, followed by #" which is your mail box number
System will ask for your password followed by #

MAIN MENU IN VOICEMAIL

1: To review NEW messages
2: To SEND a message
3: To review saved and deleted messages
4: SET UP Options
5: Message locator
*: Exit
0: Main menu help
#: Repeat menu

CUSTOMIZING YOUR VOICEMAIL

Call into voicemail (see above) and press **4** (Set up Options)

1: Greetings

1: Re-record standard greeting
2: Turn your alternate greeting on/off
3: Edit other greetings (i.e. alternate, closed...)
4: hear all greetings

2: Message Settings

1: Change message notification
2: Change message playback

3: Personal Settings

1: Change password
2: Change recorded name
3: Change directory listing

HEAR A NEW MESSAGE—Press 1

To review NEW messages—press 1.
To review OLD messages that have been sent to you—press 3.
While listening to the message, use the Playback Controls:

1: Repeat Message
2: Save the Message
3: Delete Message
4: Slows Message down   At End of Message —4: Reply to Message
5: Forward Message
6: Speeds Message up   At end of Message —4: Mark as New
7: Move backward in Message (3 second rewind)
#: Skip or move ahead
*: Exit or cancel
Or press 0 for Help Options

SENDING A MESSAGE—Press 2

To send a message to someone, press 2 (at the main menu). Follow the voice prompt steps:

Follow the Unity instructions to address the message.
Press 1 to add another name to the list OR
Press # to RECORD your message, then press # to stop recording.
To SEND your message, Press # or for message options, press 1:

1: Change Addressing
2: Change Recording
3: Set special delivery
   1: Urgent (moves message to the front of the line)
   2: Return Receipt (acknowledges when sent message is received)
   3: Private (can not be forwarded)
   4: Future Delivery (can be set up to 365 days in the future)
4: Review Message

TO TRANFER A CALLER TO VOICEMAIL

While on the line with the caller, press **Transfer**
Press *
Dial the 4-digit extension number.
Press **Transfer**
Hang up or press **End Call** Button.