

ACCESSING UNITY VOICE MAIL

- From your phone press Messages Button.
- From another phone press Messages button or dial 3200. When UNITY answers press * key and your 4 digit extension to access your mailbox.
- From the outside – Dial 520-3200, when UNITY answers press * key and your 4 digit extension to access your mailbox.

HEAR NEW MESSAGES	1
SEND A MESSAGE	2
REVIEW OLD MESSAGES	3
SETUP OPTIONS	4

DURING MESSAGE RECORDING

PAUSE or RESUME	8
END RECORDING	#

SHORT CUTS

CHANGE GREETING	4-1
FULL OR BRIEF MENUS	4-2-3
CHANGE PASSWORD	4-3-1
CHANGE NAME	4-3-2
CHANGE CALL TRANSFER	4-4

1. HEAR NEW MESSAGES DURING MESSAGE	
REPEAT	1
PLAY PREVIOUS	1 4
PLAY NEXT	1 6
SAVE	2
DELETE	3
SLOW PLAYBACK	4
VOLUME	5
FAST PLAYBACK	6
REVERSE	7
PAUSE/CONTINUE	8
FAST FORWARD	9
FAST FORWARD TO END	#
REPLY	# 4
REPLY TO ALL	# 4 2
FORWARD MESSAGE	# 5
SKIP MESSAGE	# #
CANCEL or BACKUP	*

2. SEND MESSAGE (AFTER RECORDING AND ADDRESSING A MESSAGE)	
ADDRESS/RECORD SEND	#
MARK URGENT	1
REQUEST RETURN RECIEPT	2
MARK MESSAGE PRIVATE	3
SET FUTURE DELIVERY	4
REVIEW RECORDING	5
RERECORD	6
ADD TO THE MESSAGE	7
ADD NAME	9 1
MARK MESSAGE SECURE	9 3

3. REVIEW OLD MESSAGES	
SAVED	1

4. SETUP OPTIONS	
GREETINGS	1
MESSAGE SETTINGS	2
PERSONAL SETTINGS	3
CALL TRANSFER SETTINGS	4

AFTER MESSAGE	
REPLAY	1
REPLAY PREVIOUS	1 4
REPLAY NEXT	1 6
SAVE	2
DELETE	3
REPLY	4
REPLY TO ALL	4 2
FORWARD MESSAGE	5
MARK AS NEW	6
REWIND	7
PLAY PROPERTIES	9
SAVE AS IS	#
CANCEL or BACKUP	*

<u>GREETINGS</u>	
CHANGE ALT GREETINGS	2
OTHER GREETNGS	3

<u>MESSAGE SETTINGS</u>	
MESSAGE NOTIFICATION	1
CHANGE FULL OR BRIEF MENUS	3

<u>PERSONAL SETTINGS</u>	
CHANGE PASSWORD	1
CHANGE RECORDED NAME	2