

Unity Connection Voice Mail

with Unified Messaging

To Call

Voice mail from your desk:

- Press the **messages** button
- Enter your **PIN + #**

Starter PIN: 1 2 + ext. number

Voice mail from an outside line:

- Dial **(781) 891-2666**
- Press *****
- Enter your **Mailbox ID Number + #**
- Enter your **PIN + #**

Main Menu

1: To hear new messages

3: To hear old messages

7: To hear external messages

During Message Review

Restart 1	Save 2	Delete 3
Slow 4	Vol. 5	Fast 6
Rewind 7	Pause 8	F. Fwd. 9
Cancel *	Help 0	End #

After Message Review

Repeat 1	Save 2	Delete 3
Reply 4	Fwd. 5	New 6
Rewind 7	8	Prop. 9
Cancel *	Help 0	New #

2: To record, address and send a message to another voice mail user

- Record the message
- Address the message
- Press **#** to send or **1** for message options

91 Add name
92 Listen to names
95 Copy self

1 - Message Options

1 Urgent
2 Return receipt
5 Review
6 Re-record
7 Add to message
Send

4: To change setup options

5: To find a message

6: To list meetings

Press 1 - Greetings:

Press **1** – Edit the standard greeting
Press **2** – Turn on/off alternate greeting
Press **3** – Edit other greetings
Press **4** – Hear all greetings

Press 2 – Message Settings:

Press **1** – Change message notification
Press **3** – Change menu type
Press **4** – Edit private distribution lists

Press 3 – Preferences:

Press **1** – Change PIN
Press **2** – Change recorded name
Press **4** – Transfer settings
Press **5** – Alternate contact

Tips:

Cancel,
Back up
or Exit

0 Help

##

Switch
Name &
Number
Entry



