

Unity Connection Voice Mail

with Unified Messaging

To Call

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| <p>Voicemail from your desk:</p> <ul style="list-style-type: none"> • Press the Messages button • Enter your PIN followed by # <p>Voicemail from another extension:</p> <ul style="list-style-type: none"> • Press the Messages button • Press * • Enter your Mailbox ID Number followed by # • Enter your PIN followed by # | <p>Voicemail from an outside line:</p> <ul style="list-style-type: none"> • Dial (802) 443-6600 <i>or</i> (831) 647-6600 • Enter your Mailbox ID Number followed by # • Enter your PIN followed by # <p>Mailbox ID: 10-digit telephone number</p> <p>Starter PIN: 6 4 3 3</p> |
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Main Menu

<p>Press 1 To play new messages:</p> <p style="text-align: center;"><i>or</i></p> <p>Press 3 To review old (saved) messages:</p>	<p>During Message Review</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Repeat 1</td> <td style="padding: 2px;">Save 2</td> <td style="padding: 2px;">Delete 3</td> </tr> <tr> <td style="padding: 2px;">Slow 4</td> <td style="padding: 2px;">Vol. 5</td> <td style="padding: 2px;">Fast 6</td> </tr> <tr> <td style="padding: 2px;">Back 7</td> <td style="padding: 2px;">Pause 8</td> <td style="padding: 2px;">F. Fwd. 9</td> </tr> <tr> <td style="padding: 2px;">Cancel *</td> <td style="padding: 2px;">Help 0</td> <td style="padding: 2px;">End #</td> </tr> </table>	Repeat 1	Save 2	Delete 3	Slow 4	Vol. 5	Fast 6	Back 7	Pause 8	F. Fwd. 9	Cancel *	Help 0	End #	<p>After Message Review</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Repeat 1</td> <td style="padding: 2px;">Save 2</td> <td style="padding: 2px;">Delete 3</td> </tr> <tr> <td style="padding: 2px;">Reply 4</td> <td style="padding: 2px;">Fwd. To 5</td> <td style="padding: 2px;">New 6</td> </tr> <tr> <td style="padding: 2px;">Back 7</td> <td style="padding: 2px;">8</td> <td style="padding: 2px;">Prop. 9</td> </tr> <tr> <td style="padding: 2px;">Cancel *</td> <td style="padding: 2px;">Help 0</td> <td style="padding: 2px;">New #</td> </tr> </table>	Repeat 1	Save 2	Delete 3	Reply 4	Fwd. To 5	New 6	Back 7	8	Prop. 9	Cancel *	Help 0	New #
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| <p>Press 2
To send a message:</p> | <ul style="list-style-type: none"> • Record your message • Enter the extension <i>or</i> spell the name of the person or distribution list followed by # • Press # to confirm • Press 9 1 to add a name • Press # to send <i>or</i> chose from a message option | <p>Message Options:</p> <ul style="list-style-type: none"> 1 Mark message urgent 2 Request return receipt 3 Mark message private 4 Set future delivery 5 Review recording 6 Re-record message 7 Add to the message # Send message |
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| <p>Press 4
For setup options:</p> | <p>Press 1 - Greetings:</p> <ul style="list-style-type: none"> Press 1 – Edit the standard greeting Press 2 – Turn on/off alternate greeting Press 3 – Edit other greetings Press 4 – Play all greetings <p>Press 2 – Message Settings:</p> <ul style="list-style-type: none"> Press 1 – Message notification Press 3 – Menu style Press 4 – Private lists <p>Press 3 – Preferences:</p> <ul style="list-style-type: none"> Press 1 – PIN Press 2 – Recorded name Press 3 – Directory listing |
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- Tips:**
- * Exit *or* back up
 - 0 Help
 - ## Number and spelling entry toggle