

Unity Connection Voice Mail

with Unified Messaging

To Call

Voicemail from your desk:

- Press the **Messages** button
- Enter your **PIN** followed by #

Voicemail from another extension:

- Press the **Messages** button
- Press *
- Enter your **Mailbox ID Number** followed by #
- Enter your **PIN** followed by #

Voicemail from an outside line:

- Dial (802) 443-6600 or (831) 647-6600
- Enter your **Mailbox ID Number** followed by #
- Enter your **PIN** followed by #

Mailbox ID: 10-digit telephone number

Starter PIN: 6 4 3 3

Main Menu

Press 1
To play new messages:

or

Press 3
To review old (saved) messages:

During Message Review

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

After Message Review

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

Press 2
To send a message:

- Record your message
- Enter the extension or spell the name of the person or distribution list followed by #
- Press # to confirm
- Press 9 1 to add a name
- Press # to send or chose from a message option

Message Options:

- 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

Press 4
For setup options:

Press 1 - Greetings:

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

Press 2 – Message Settings:

- Press 1 – Message notification
- Press 3 – Menu style
- Press 4 – Private lists

Press 3 – Preferences:

- Press 1 – PIN
- Press 2 – Recorded name
- Press 3 – Directory listing

Tips:

- * Exit or back up
- 0 Help
- ## Number and spelling entry toggle