Voicemail Tips

Accessing Voicemail

1. Press the Messages button on your phone
2. Enter your PIN followed by # (default is 1234)
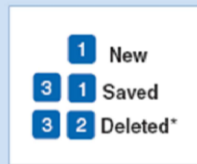3. Press 1 to play your messages

Useful Voicemail Options

- Press **3** to delete a message
- Press **7** to rewind a message 5 seconds
- Press **4** to slow down the playback speed
- Press **5** to forward a message to an extension after playback

Changing Your Greeting

Unity Connection has both a standard and an alternate greeting. The alternate greeting should be used when you will be out of the office for a period of time. This allows you to avoid having to re-record your standard greeting.

1. After logging into your voicemail, press **4** for setup options
2. Press **1** for greetings
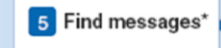3. Press **2** to turn on your alternate greeting

Retrieve Messages

1 New
3 1 Saved
3 2 Deleted*

During Message

1 Restart message		**7** Rewind message	
2 Save		**8** Pause/Resume	
3 Delete		**9** Fast-forward	
4 Slow playback		**#** Fast-forward to end	
5 Change volume*		**# #** Skip message, save as is	
6 Fast playback			

After Message

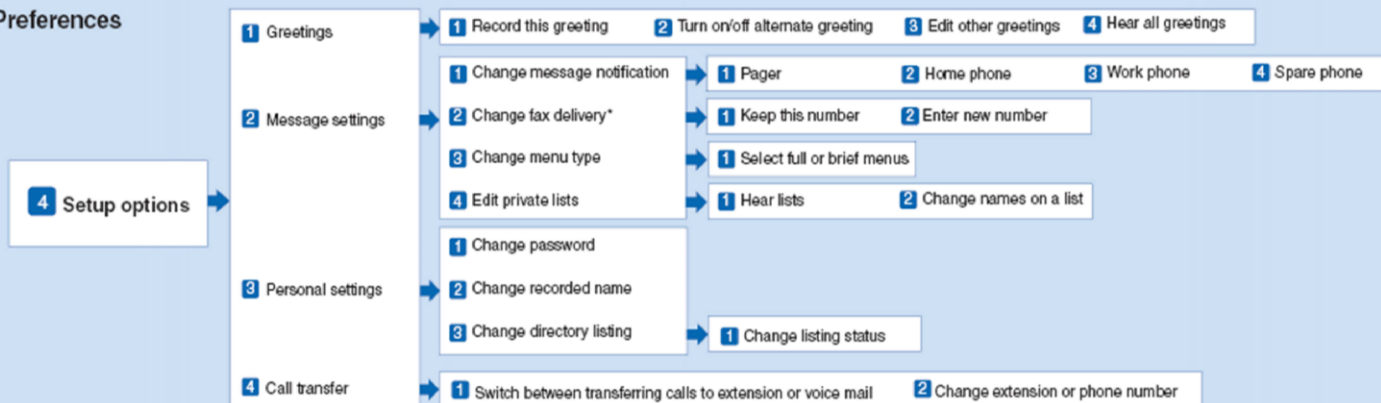|	
1 Replay message	**5** Forward message
2 Save/Restore as saved*	**6** Save as new/Restore as new*
3 Delete	**7** Rewind message
4 Reply	**8** Deliver fax to fax machine*
4 2 Reply to all	**9** Play message properties
4 4 Call the subscriber*	**#** Save as is

Find Messages

5 Find messages*

1 From another subscriber
2 From all outside callers
3 From a specific outside caller

Send a Message

2 Send → Address and record message →

# Send message	**5** Review recording
1 Urgent	**6** Rerecord
2 Return receipt	**7** Add to recording
3 Private	**9 1** Add name
4 Future delivery	**9 2** Hear all names (and delete names)

Change Preferences

4 Setup options →

1 Greetings →
1 Record this greeting	**2** Turn on/off alternate greeting	**3** Edit other greetings	**4** Hear all greetings

2 Message settings →
1 Change message notification
2 Change fax delivery*
3 Change menu type
4 Edit private lists

→
1 Pager	**2** Home phone	**3** Work phone	**4** Spare phone
1 Keep this number	**2** Enter new number		
1 Select full or brief menus			
1 Hear lists	**2** Change names on a list		

3 Personal settings →
1 Change password
2 Change recorded name
3 Change directory listing

→ **1** Change listing status

4 Call transfer →
1 Switch between transferring calls to extension or voice mail	**2** Change extension or phone number