

# Unity™ Voicemail User Guide

## Set Up Voice Mail for the first time

- Press the **messages** key on your phone or dial
- Enter your **default password (12345)**
- Record your name
- Record your greeting
- Set a new password

*Make sure you follow the prompts all the way to the end to complete the set-up of your voicemail box!*

## Check Voice Mail from your office phone (Log On)

- Press the **message** key on your phone or dial **5977**
- Enter your password
- Press the **1** key

## Check Voice Mail from an outside line

- Dial **(210) 832-5977**
- Press the **\*** key
- At the “enter your id number” prompt, enter your 4-digit work phone number
- Press the **#** key
- Enter your password
- Press the **#** key

## Check Messages

- Press **1** to hear new messages or Press **3** to review old messages

### Use the following keys during a message:

Key	Task	Key	Task
<b>1</b>	<b>Restart message</b>	<b>6</b>	<b>Fast playback</b>
<b>2</b>	<b>Save</b>	<b>7</b>	<b>Rewind, small</b>
<b>3</b>	<b>Delete</b>	<b>8</b>	<b>Pause or resume</b>
<b>4</b>	<b>Slow playback</b>	<b>9</b>	<b>Fast-forward to end</b>
<b>5</b>	<b>Change volume</b>		

**Use the following keys after a message:**

Key	Task	Key	Task
1	Replay message	5	Forward message
2	Save	6	Save as new
3	Delete	7	Rewind, small
4	Replay	9	Play message summary

**Use the following keys anytime:**

Cancel or Back Up	*	Move Ahead	#
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**Sending A Message**

- Call into the Unity system and log on ( **See Page 1**)
- Press **2**
- Spell the name of the user by using your dialing keypad, last name first
- Press the **#** key to record the message or Press **1** to add another name or list
- Press **#** key to send the message or Press **1** for message options

**Use the following keys for message options:**

Key	Option	Key	Option
1	Change Addressing	3	Set special delivery
2	Change recording	4	Review message

**Using the following keys when recording message:**

Key	Option
8	Pause Recording
#	End Recording

**Use the following keys anytime:**

Key	Option
*	Cancel or Backup
#	Skip or Move Ahead

**Changing Your Password**

- Call Unity and log on (See Page 1)
- Press the **4 + 3 + 1** keys (**in sequence**)
- Enter a new pass code (Note: pass codes must be at least **5** digits) and Press the **#** key
- Enter the new pass code again to confirm and press the **#** key

**Changing your Directory Listing Status (Corporate Directory)**

- Call Unity and log on (See Page 1)
- Press the **4 + 3 + 3** keys (**in sequence**)
- Press the **1** key to change your current status or press **#** key to keep the current status

## Record the Greeting

Note: You can record only your standard, closed and alternate greetings by phone.

- Call Unity and log on (**See Page 1**)
- Press the **4 + 1 + 1** keys (**in sequence**)
- After Unity plays your current greeting, Press **1** to re-record it or Press **3** to record a different greeting

Key	Option
<b>8</b>	<b>Pause Recording</b>
<b>#</b>	<b>End Recording</b>

## Enabling or Disabling Greetings

Note: You can only enable or disable your alternate greeting by phone

- Call Unity and log on (**See Page 1**)
- Press the **4 + 1 + 1** keys (**in sequence**)
- After Unity plays the current greeting, press the **2** key to enable or disable your alternate greeting

Note: When enabled, the alternate greeting will override all other greetings

## Replying To Voice Mail Messages

- After listening to message press the **4** key
- Record the reply
- Press the **#** key to send or Press **1** for message options

Use the following keys for message options:

Key	Option	Key	Option
<b>1</b>	<b>Change Addressing</b>	<b>3</b>	<b>Set special delivery</b>
<b>2</b>	<b>Change recording</b>	<b>4</b>	<b>Review message</b>

Using the following keys when recording message:

Key	Option
<b>8</b>	<b>Pause Recording</b>
<b>#</b>	<b>End Recording</b>

**Use the following keys anytime:**

Key	Option
*	Cancel or Backup
#	Skip or Move Ahead

**Forward Messages**

Note: You can forward a message alone or record an introduction. When addressing a message to be forwarded, press the # key twice to switch between spelling mode an phone number mode.

- After listening to message, Press the **5** key
- Spell the name of the user by using your dialing keypad, last name first
- Press the **#** key to forward message or press **2** to record an introduction or press the **3** for message options
- Press the **#** key to forward the finished message as is or press **1** for message options

**Use the following keys for message options:**

Key	Option	Key	Option
1	Change Addressing	3	Set special delivery
2	Change recording	4	Review message

**Using the following keys when recording:**

Key	Option
8	Pause Recording
#	End Recording

**Changing your Recorded Name**

- Call Unity and log on (See page 1)
- Press the **4 + 3 + 2** keys ( in sequence)
- After the tone, record your name or press \* to keep the current recording

**Use the following keys for recording:**

Key	Option
8	Pause Recording
#	End Recording