

Voice Mail (Unity) Menu Structure

1 Play New Messages →

During Message:
1 Restart message 7 Rewind message
2 Save message 8 Pause/Resume
3 Delete message 9 Fast-forward
4 Slow playback # Fast-forward to end
5 Change volume * Cancel
6 Fast Playback 0 Help



After Message:
1 Repeat message 7 Skip back
2 Save it
3 Delete it 9 Message properties
4 Reply to it
5 Forward it * Cancel playing
6 Mark it new messages
0 Help

2 Send a Message →

Spell the name of a person or distribution list

or

Enter the extension followed by #

Switch between spelling and number
00 Switch between spelling and number
0 Help
* Stop adding names



1 Add another name
Record the message
3 Message options
 # To send a message
 1 Urgent
 2 Return receipt
 3 Mark it private
 4 For future delivery
 5 Review your recording
 6 Rerecord the message
 7 Add to the message
 9 1 Add a name
 9 2 Hear all names and delete names
 0 Help (Repeats the menu)
* Cancel the message

3 Review Old (Saved) Messages →

1 Saved messages
2 Delete Messages in Deleted Items Folder

4 Setup Options



1 Greetings

- 1 Rerecord this greeting
- 2 Turn on/off alternate greeting
- 3 Edit other greetings
 - 1 Standard (used during normal business hours)**
 - 2 Closed (currently disabled)
 - 3 Alternate (overrides all other greetings if activated)**
 - 4 Busy (currently disabled)
 - 5 Internal (currently disabled)
- 4 Play all greetings

2 Message Settings

- 1 Change message notifications
 - 1 Pager
 - 2 Home phone
 - 3 Work phone
 - 4 Spare phone
- 3 Change menu style
 - 1 Brief menus
- 4 Edit Private Lists
 - 1 Hear private lists
 - 2 Change the names on a private list

3 Personal Settings

- 1 Change your password
- 2 Change your recorded name
- 3 Change your directory listing (disabled)

4 Transfer Settings

- 1 Switch between extension or voice mail
- 2 Change number callers are transferred to

0 Help

* Exit