

UNITY Voice Mail Access Numbers

In-District Cisco IP Phone:

Press **Messages**, enter password as prompted default password is **12345**

In-District Phone Other Than Yours:

Dial **5800**, when call answered press * enter your 4 digit mailbox number, enter password

Out-of-District:

Dial (623)523-5800, when call answered press * enter your 4 digit mailbox number, enter password

VOICE MAIL SETUP

Press **Messages** key or dial **5800**

Enter default password of **12345**

Follow voice prompts to customize mailbox: change recorded name, record greeting and change password.

MAIN MENU

- 1 = Hear new messages
- 2 = Send messages
- 3 = Review old messages
- 4 = Change setup options
- 4-1-1 = Change greeting
- 4-1-2 = Turn on/off alternate greeting
- 4-2-3 = Choose full or brief menus
- 4-3-1 = Change Unity Password
- 4-3-2 = Change recorded Name

CHECKING MESSAGES

Hit the **messages** button and login
Press **1** to hear new messages, or
Press **3** to hear old messages

During a Message

- 1 = Restart message - Rewind
- 2 = Pause - Resume
- 3 = Fast Forward
- 4 = Slow Playback
- 5 = Message Properties
- 6 = Fast Playback

After a Message

- 1 = Rewind, small
- 4 = Repeat Message
- 5 = Message Properties
- 6 = Forward Message
- 7 = Delete message
- 9 = Save message

Use These Keys Anytime

- * = Cancel or backup
- # = Skip or move ahead
- 0 = help

SENDING MESSAGES

Hit the **messages** button and login
Press **2**

Address the Message

note: to address by extension press # #

Press **#** to send message

Press **1** for message options

CHANGE YOUR RECORDED NAME

Hit the **messages** button and login
Press **4 > 3 > 2**
At the tone, record your name & press #

CHANGE YOUR PASSWORD

Hit the **messages** button and login
Press **4 > 3 > 1**
Enter new password
Enter new password again

RECORD A GREETING

Hit the **messages** button and login
Press **4 > 1 > 1**
After Unity plays the current greeting,
press **1** to record a new greeting,
or press **3** to record a different greeting.