

SEND A MESSAGE

Send a message from your mailbox directly to another person's mailbox

- Enter the mailbox number (**6-digit** extension) or press # to spell the last name or followed by #.
- Press # to confirm.
- Press # to record message.
- Press 8 to pause/continue recording.
- Press # to end recording.
- Press # to send message or press 1 for **Message Delivery Options**.

Message Delivery Options

Mark Urgent	Press 1
Mark Return Receipt	Press 2
Mark Private	Press 3
Mark Future Delivery	Press 4

SETUP OPTIONS

Greetings	Press 1
Message Settings	Press 2
Preferences	Press 3
Transfer Settings	Press 4

GREETINGS

PRESS 1

Change greetings	Press 1
Turn on Alternate Greeting	Press 2
Edit other greetings	Press 3

Greeting Types

- Standard Greeting
- Alternate (Temporary) Greeting
- Busy Greeting
- Closed Greeting (the Closed time must be pre-programmed by the administrator)
- Internal Greeting
- Holiday

- If you only wish to use 1 greeting, record the Standard Greeting
- The Alternate greeting overrides all other greetings when turned on

MESSAGE SETTINGS

PRESS 2

Press 1	Change Message Notification
Press 3	Change playback (full or brief menu)
Press 4	Edit Private Lists

PREFERENCES

PRESS 3

Press 1	Change PIN
Press 2	Change recorded name
Press 3	Change directory listing status

Menu Shortcuts

4-1-1	Change Standard Greeting
4-1-2	Turn on/off Alternate Greeting
4-1-3	Record Other Greetings
4-2-1	Change Message Notification
4-2-3	Full or Brief Menus
4-3-1	Change PIN
4-3-2	Change Recorded Name

For Teachers Only

*Classroom phones will ring till answered and **no longer have a voicemail account.***


*All teachers will be given a virtual voicemail account and number that can be accessed from any phone or from external (see "Logging into Voicemail") additionally all voiceemails will be available in email and via the Jabber application. From any phone please follow the "**first time enrollment**" procedure.*



Unity Connection Voice Mail

Quick Reference Guide

MESSAGE WAITING INDICATION

- The red light on the handset will illuminate when you have a voice mail message. The LCD also displays a text message indicating you have a voice mail message in your mailbox. There will also be an envelope icon next to the extension that has new messages.
- Press the **MESSAGES**  button and follow the voice instructions.

FIRST-TIME ENROLLMENT

You will need to set up your mailbox before you can listen to messages. The First-Time Enrollment will walk you through recording your mailbox name, recording your standard greeting and changing your PIN to a new secure number.

- Press the **MESSAGES** button. Enter the temporary PIN which is **147369** and then press #.
- **Teachers only; Press the MESSAGES button, press the *, Enter the 6 digit Mailbox ID ,Enter the temporary PIN which is 147369 and then press #.**
- **Record your name** – You will be prompted to record your name. Record your first and last name followed by the # key.
- **Record your standard greeting** – You will be asked to record your greeting by pressing 1. Record greeting and press # when finished. You will also be able to record a “temporary” or **Alternate** greeting later that will override the standard greeting when active.
- **Change your PIN** – You will be asked to change your PIN. When prompted enter a non-repetitive and non-consecutive number and press the # key. The PIN must be at least 4 digits.

NOTE: Do NOT hang up till enrollment is complete.

LOGGING INTO VOICE MAIL

From your own phone:

- Go off-hook and press the **MESSAGES** button.
- Enter your PIN followed by the # key.

NOTE: If you wish to access a mailbox for another extension on your phone besides the top extension, make sure you have dial tone on that extension by pressing the correct extension key, and then press the **MESSAGES** key.

From Another Desk or to access a second mailbox:

- Go off-hook and press the **MESSAGES** button.
- Press the * key.
- Enter the 6 digit Mailbox ID (extension) and press #.
- Enter the PIN followed by the # key.

From Outside the Office:

- Dial your own 10 digit number or the building main number.
- When voicemail answers, press the * key.
- Enter your **6 digit mailbox ID** followed by #.
- Enter your PIN, followed by #.

TRANSFER CALLERS TO VOICE MAIL

- Press the **Transfer** soft-key.
- Press # key
- Enter the **6 digit mailbox ID** number to which the call should be transferred.
- Press the **Transfer** soft-key again.

When you call someone and receive their mailbox greeting, to skip the greeting and go directly to leaving a message, press the # key. Leave your message after the beep.

1 HEAR NEW MESSAGES

From the Main Menu press “1”

While Listening to New or Old Messages:

Press 1	Repeat Message
Press 2	Save Message
Press 3	Delete Message
Press 4	Slow Playback
Press 5	Volume Level
Press 6	Speed Up Playback
Press 7	Rewind
Press 8	Pause or Continue
Press 9	Fast Forward
Press 0	Help
Press #	Skip to End
Press ##	Skip message/Save as is
Press *	Exit or Cancel

After New or Old Messages have played press:

Press 1	Repeat Message
Press 2	Save Message
Press 3	Delete Message
Press 4	Reply to the Sender
Press 5	Forward Message
	Enter 6 digit mailbox number
Press 6	Mark As A New Message
Press 7	Skip Back
Press 9	Message Properties
Press 0	Help
Press #	Skip Message/Save as is
Press *	Exit or Cancel

3 REVIEW OLD MESSAGES

From the Main Menu press “3”

You will have the same prompts as above when listening to new messages.