VOICEMAIL QUICK REFERENCE GUIDE

1. Press the messages button
2. Enter your password (your initial password will be 12345)
3. Use any of the Menues below

1 HEAR NEW MESSAGES	2 SEND A MESSAGE	3 REVIEW OLD MESSAGES	4 SETUP OPTIONS

1 HEAR NEW MESSAGES

1 Repeat Msg
2 Save Msg
3 Delete Msg
   4 Reply to Msg*
5 Forward Msg
   5 Forward Msg *
   6 Mark as New *
7 Rewind Msg
Pause Msg
   9 Fast-Fwd Msg *

* Italicized options available at the end of the message

2 SEND A MESSAGE

Enter Reecipient, then #
To Confirm
1 to Add More Names
#To Start Recording
When msg. complete

 # Send Message

1 Message

1 Change Address

1 Add Name
2 Hear Current Names
3 Remove Name

2 Change Recording

1 Hear Recording
2 Save Recording
3 Rerecorded
4 Add to Recording

3 REVIEW OLD MESSAGES

1 Repeat Msg
2 Save Msg
3 Delete Msg
   4 Reply to Msg *
5 Change Volume
   5 Forward Msg *
   6 Mark as New *
7 Rewind Msg
8 Pause Msg
9 Fast-Fwd Msg
   9 Hear Summary *

* alicized options available at end of the message

4 SETUP OPTIONS

1 Greetings & Call Transfer

1 Change Greetings
2 Change Call Transfer

2 Message Settings

1 Change Msg Notification
2 Change Fax Delivery
3 Change Msg Playback
4 Edit Private Lists

3 Personal Settings

1 Change Password
2 Change Recorded Name
3 Change Directory Listing Status

Keys That Can Be Used Anytime:

()	= HELP
*	= Exit or CANCEL
#	= SKIP or MOVE AHD
# #	= DIAL by NAME or DIAL by EXTENSION

Transfer Directly to Voicemail:
- **Transfer**
- **Messages Button (Same as x9140)**
- **Wait for Password request**
- **#, Extension, #2, Transfer**

(Perform the last steps all at once)

To Access voicemail from outside the office:

- Dial the **Main Company Phone Number** or your **Direct Dial Phone Number**
- Once the recorded greeting begins, press *
- Enter your **Extension Number** and #
- Enter your Password

To access voicemail from another IP Telephone:

- Hit the Messages Button
- Once the Unity voice begins, press *
- Enter your Extension Number and #
- Enter your password