

Unity (Voice Mail) Menu Structure

Retrieve messages:



During Message Playback

1 – Play/Replay message	7 – Rewind
2 – Save	8 – Pause / Resume
3 – Delete	9 – Fast-forward
4 – Slow playback	# – Fast-forward to end
6 – Fast playback	



After Message Playback

1 – Replay message	6 – Save as new
2 – Save	7 – Rewind
3 – Delete	9 – Message Properties
4 – Reply	# – Save as is
6 – Forward message	

Send a message with options:

Dial an extension. After record a message, press # for message options



1 – Normal Priority
 2 – Urgent Priority
 3 – Review message
 4 – Re-record message
 5 – Add to message
 6 – Cancel message

Voicemail Box Settings:



Press 4



1 – Change Greeting Settings
 2 – Change Message Settings
 3 – Change Personal Settings
 4 – Transfer Settings



Greetings: 1 – Re-record Greeting, 2 – Turn On Alternate Greeting, 3 – Edit Other Greetings, 4 – Review All Greetings



Messages: 1 – Change Message Notifications, 3 – Change Menu Style, 4 – Edit Private List



Personal: 1 – Change Password, 2 – Change Recorded Name, 3 – Change Directory Listing



Transfer: 1 – Transfer Caller To Another Extension or Directly To Voicemail, 2 – Change The Transferred Number

0 - Help

* – Exit