


UNITY EXPRESS VOICE MAIL

TO SET UP YOUR MAIL BOX


To record your name:

A recorded name identifies you to callers
Press **1**, to  a new name
At the tone, say your first and last name, press **#**
Press **#**, to accept

To keep the standard greeting:

Press **1** to hear standard greeting:
"Sorry <username> is not available"
Press **#** to keep this greeting

To record a new standard greeting:


Press **1**
At tone, record greeting, press **#**
To erase and re-record, press **1**
To accept, 

To change your password:

Enter new password (at least 3 digits), press **#**
Repeat new password, press **#**

TO LOGIN TO YOUR MAILBOX


To login from your extension:

Get dial tone.....
Press **#**  or "Messages" key
Enter password... press **#**


To Login from outside the system:

Dial **(314) 436.4449 ext. 6245 (m-a-i-l)**
Press *** * ***
Enter ID, (**your extension**)...press **#**
Enter password... press **#**

To Login from another station:

Press **#**  or "Messages" key
Press *** * ***
Enter your extension number...press **#**
Enter password... press **#**

FORWARD TO VOICEMAIL

- at idle phone
- press **CFwrdALL** softkey
- press **Messages** key 
- press **#** key or **End Call** key

TO LISTEN TO MESSAGES

Login to your mailbox:

Press **1** to listen to new messages
8 - pause or restart message
9 - restart message or go forward 3 seconds

Press **2** to send a message
Press **3** to listen to saved messages

During message summary or playback, you can press the following numbers:

- 1** - restart message summary
- 2** - save message
- 3** - delete message
- 4** - reply to message
- 9** - General Delivery Mailbox (Night Mailbox)
- #** - skip
- 0** - Help or More Options
- 5** - forward message
- 6** - save message as new
- 7** - restart message or go back 3 seconds

TO SEND A MESSAGE

- log into voicemail
- Press **2**
- **##**..switches from spelling to number mode
- enter extension..... **#**
- confirm extension.....**#**
- add another name or list.....**1**
- to start recording.....**#**
- to pause or resume recording.....**8**
- to end recording.....**#**
- for message options.....**1**.....
- 1**...normal
- 2**...urgent
- 3**...listen
- 4**...rerecord
- 5**...cancel
- OR to send message.....**#**


TIPS

- #**...skip or move ahead
- ***...cancel / exit or backup
- #**...skip someone else's greeting
- ##**..switches from spelling to number mode


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TO CHANGE PERSONAL SETTINGS OR GREETINGS


To Change Your Password

1. Log on to voicemail 
2. Press **4 - 3 - 1**
3. Enter **new password**
4. Press **#**
5. Enter **new password** again to confirm
6. Press **#**

To Change Your Recorded Name

1. Log on to voicemail 
2. Press **4 - 3 - 2**
3. At the tone, "*Record Your Name*"

To Re-Recorded Available Greetings


1. Log on to voicemail 
2. Press **4 - 1 - 1**
3. Listen to current greeting
4. To re-record your greeting, press **1**
5. To end recording, press **#**

OR

Press **3** to record a **Different Greeting**.

Choose the greeting (Standard, Closed
or Alternate, then re-record it

To Enable or Disable a Greeting

1. Log on to voicemail 
2. Press **4 - 1 - 1**
3. After Unity plays your current greeting, press **2** to enable or disable your alternate greeting. The alternate greeting becomes the default greeting.