Voice Mail (Unity) Menu Structure

1 Play New Messages

During Message:

1 Restart message 7 Rewind message

2 Save message3 Delete message8 Pause/Resume9 Fast-forward

4 Slow playback # Fast-forward to end

5 Change volume * Cancel6 Fast Playback 0 Help



After Message:

1 Repeat message 7 Skip back

2 Save it

3 Delete it 9 Message properties

4 Reply to it

5 Forward it * Cancel playing

6 Mark it new messages 0 Help

2 Send a Message



Spell the name of a person or distribution list

or

Enter the extension followed by

Switch between spelling and number

00 Switch between spelling and number

0 Help

* Stop adding names



1 Add another name

Record the message

3 Message options

To send a message

1 Urgent

2 Return receipt

3 Mark it private

4 For future delivery

5 Review your recording

6 Rerecord the message

7 Add to the message

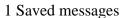
9 1 Add a name

9 2 Hear all names and delete names

0 Help (Repeats the menu)

* Cancel the message

3 Review Old (Saved) Messages



2 Delete Messages in Deleted Items Folder

Voice Mail (Unity) Menu Structure

4 Setup Options



1 Greetings

- 1 Rerecord this greeting
- 2 Turn on/off alternate greeting
- **3** Edit other greetings
 - 1 Standard (used during normal business hours)
 - 2 Closed (currently disabled)
 - 3 Alternate (overrides all other greetings if activated)
 - 4 Busy (currently disabled)
 - **5** Internal (currently disabled)
- 4 Play all greetings

2 Message Settings

- 1 Change message notifications
 - 1 Pager
 - 2 Home phone
 - 3 Work phone
 - 4 Spare phone
- 3 Change menu style
 - 1 Brief menus
- **4** Edit Private Lists
 - 1 Hear private lists
 - 2 Change the names on a private list

3 Personal Settings

- 1 Change your password
- 2 Change your recorded name
- **3** Change your directory listing (disabled)

4 Transfer Settings

- 1 Switch between extension or voice mail
- 2 Change number callers are transferred to

0 Help

* Exit