



## VoiceMail Instructions:

### Set up and Access

#### To enroll with Unity Connection Voice Mail (first use):

- Press the **Messages** button
- Enter the first time enrollment password = **12345**
- Follow prompts to:
- Record your name - press # key as soon as you say your name
- Record a greeting – press # key as soon as you say your greeting
- Select if you wish to be listed in the system directory so that callers search for and find you.
- Set a new password-Minimum length= 4 char's
- For initial set up, you must follow the prompts until you hear “you have completed enrollment”

#### To log on to Voice Mail from your phone

- Press the **Messages** button
- Enter your password, press the # key

#### To log on to Voice Mail from another inside phone

- Press the **Messages** button or dial the internal voice mail phone number 1999.
- Press the \* key when voice mail answers
- Enter your ID (extension), then press # key.
- Enter your password, then press the # key.

#### To log on to Voice Mail from outside

- Dial the external voice mail phone number: 610-461-6700
- Press the \* key when voice mail answers
- Enter your ID (extension)
- Then press # key.
- Enter your password, then press the # key.

#### Basic Controls

Press the **Messages**:

Hear new messages 1 Set up options 4  
Send new message 2 Cancel or back up \*  
Review old messages 3 Skip or move ahead #

#### Playback

Restart message	1
Save	2
Delete	3
Reply	4
Slow Playback	64
Fast Playback	66
Rewind	7
Pause or Resume	8
Fast Forward	9

#### After Message Playback

Repeat	1
Save	2
Delete	3
Reply	4
Forward message	5
Save as new	6
Rewind	7
Play message properties	15

#### TRANSFER A CALLER INTO VOICEMAIL

- While connected to the caller, press the TRANSFER soft key,
- Press \*
- Dial the person's extension you are transferring the call to
- Press the TRANSFER soft key quickly

#### TO LEAVE A QUICK MESSAGE IN A MAILBOX WITHOUT CALLING THE EXTENSION:

- Pick up the handset
- Press \* and the 4-digit extension
- Leave your message
- Hang up