

## Accessing Unity Voicemail

### Accessing Voicemail at Your Phone

1. Press the *messages* button on phone
2. Enter your password: 456123, then press # (Please *change* the default password for security reasons.)
3. Press 1 to hear new messages

### Accessing Voicemail from Outside the Office

1. Dial 534-6060
2. Press \* at the Voicemail Greeting
3. Enter your ID (extension number), press #
4. Enter your password, then press #
5. Press 1 to hear new messages

#### TIPS:

- To bypass the greeting, press #
- To forward a voicemail message by extension number, press ## at the forwarding prompt message

### To change your voicemail password

1. Press the *messages* button on phone
2. Enter your password: 456123, then press #
  - Press 4 for setup options
  - Press 3 for preferences
  - Press 1 to change PIN

Follow the system prompts.

To record your greeting

1. Press the *messages* button on phone
2. Enter your password: 456123, then press #
  - Press 4 for setup options
  - Press 1 for greetings
  - Press 1 to record your greeting. Press # to save the greeting.

Transfer caller directly to voicemail:

- Press *Transf* softkey
- Enter x7474
- Press #
- Enter extension # of Voicemail box
- Press *Transf* softkey, hang up