

**Listen to:**

**1** New Messages

**3** Saved Messages

**During Message Summary**

- 5** Restart summary
- 6** Forward message
- 7** Delete
- 8** Reply
- 9** Save
- #** Save as Unheard/heard

**During Message**

- |                                |                                      |
|--------------------------------|--------------------------------------|
| <b>1</b> Rewind                | <b>5</b> Play message summary        |
| <b>1 1</b> Restart message     | <b>6</b> Fast Playback               |
| <b>2</b> Pause/ Resume         | <b>6 6</b> Faster Playback           |
| <b>3</b> Fast-Forward          | <b>#</b> Skips message               |
| <b>3 3</b> Fast-Forward to end | <b># #</b> Skip message, Save as new |
| <b>4</b> Slow Playback         |                                      |
| <b>4 4</b> Slower Playback     |                                      |

**After Message**

- 4** Replay message
- 5** Play summary
- 6** Forward message
- 7** Delete
- 8** Reply
- 9** Saves

**2** Send a message

Address and record message, then:

- #** Send now
- 1** Message options

- 1** Change address
- 2** Change recording
- 3** Set special delivery
- 4** Review message
- #** Send

- |                         |                             |  |
|-------------------------|-----------------------------|--|
| <b>1</b> Add name       | <b>2</b> Hear current names | <b>3</b> Remove name                         |
| <b>1</b> Hear recording | <b>2</b> Save recording     | <b>3</b> Re-record <b>4</b> Add to recording |
| <b>1</b> Urgent         | <b>2</b> Return receipt     | <b>3</b> Private <b>4</b> Future             |

**4** Setup options

- 1** Greetings and Call Transfers
- 2** Message settings
- 3** Personal settings

- 1** Change greeting
- 2** Change Call Transfer

- 1** Change message notification
- 3** Change message options
- 4** Edit private lists

- 1** Change the password
- 2** Change recorded name
- 3** Change directory listing

- |  |   |                               |                             |
|--|---|-------------------------------|-----------------------------|
| <b>1</b> Re-record this greeting                                   | <b>2</b> Turn on/off alternate greeting | <b>3</b> Edit other greetings | <b>4</b> Hear all greetings |
| <b>1</b> Switch Between Transferring Calls To Extension/Voice Mail | <b>2</b> Change Extension/Phone Number  |                               |                             |
| <b>1</b> Pager   | <b>2</b> Home phone                     | <b>3</b> Work phone           | <b>4</b> Spare phone        |
| <b>1</b> Select between full/ brief Unity menus                    |   |                               |                             |
| <b>1</b> Hear lists  | <b>2</b> Change Names on a List         |                               |                             |

**Use these keys anytime**

**0** Help

**\*** Cancel or back up

**#** Skip or move ahead

**Optional Choices for Outside Callers**

**After Recording A Message:**

- 1** Send (Normal)
- 2** Send (Urgent)
- 3** Listen to Recorded Message
- 4** Re-Record Message
- 5** Add to Recorded Message
- 6** Cancel The Message