Unity Connection
Voicemail Menu Options

CASE WESTERN RESERVE UNIVERSITY · EST 1826

press 1 to play new message
press 2 + 1 to play saved messages
press 2 + 2 to play deleted messages
- 1 - save
- 4 - repeat
- 5 - skip back
- 7 - delete
- 9 - play message properties
- - record a message at the tone

press 4 to send messages
- -choose recipient
  - # + # switch selection mode (extension, name)
  - 1 - repeat name
  - 7 - previous name
  - 9 - next name
  - # - choose name
- - set delivery options
  - 1 - mark urgent
  - 2 - request read receipt
  - 3 - mark urgent
- -review message
  - 5 - review message
  - 6 - re-record message
  - 7 - add to message
- - change recipients
  - 9 + 1 add a recipient
  - 9 + 2 review or delete recipients
  - 9 + 5 copy self
- - press 4 to setup future delivery
  - 0 - deliver today
  - [1-8] – deliver [x] days from now
    - enter HHMM, press #
    - enter 1 for AM, 2 for PM
  - 9 - setup month and day
    - enter 2- digit month, press #
    - enter 2- digit day (1-30), press #
    - enter 1 for AM, 2 for PM
- - press # to send

press 5 for setup options
- **press 1 to manage greetings**
  - 1 - re-record current greeting
  - 2 -toggle alternate greeting
    - 1 - set end date and time
    - # - leave on indefinitely
  - 3 - to edit other greetings
    - 1 - standard greeting
    - 2 - closed greeting
    - 3 - alternate greeting
    - 4 - busy greeting
    - 5 - internal greeting
    - 6 - holiday greeting
  - 4 - to play all greetings
- **press 2 to change message settings**
  - 1 - notification settings
    - 1 - pager
    - 2 - home phone
    - 3 - work phone
    - 4 - mobile phone
      - 1 - turn on
      - 2 - review settings
      - 3 - change number
  - 3 - toggle brief/verbose menu style
  - 4 - manage private lists
    - 1 - hear private lists
    - 2 - change list members
      - 1 - add name
      - 2 - review and delete names
    - 3 - change list names
- **press 3 to manage preferences**
  - 1 - change PIN
    - enter new 5-digit PIN, press pound (#)
    - enter PIN again to confirm, press pound (#)
  - 2 - change recorded name
    - * - keep recorded name
    - # - End Recording
    - 1 - re-record name
  - 3 - change directory listing
    - feature disabled. contact sysadmen

press 4 to change transfer rules
- 1 - change STD transfer rule
- 2 - change ALT transfer rule
- 1 - change CLOSED transfer rule
  - 1 - enable rule
  - 2 - send callers to voicemail or extenstion
  - 3 - change transfer number

press 9 to transfer to another number