

While listening to the message

Press Function

335	Skip and play message properties
336	Skip and forward message
337	Skip and delete message
338	Skip and replay
332	Skip and reply to all
339	Skip and save as is

After recording a message

Press Function

12	Change recording
13	Set delivery options
14	Review and record message


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1/06

Rensselaer



UNITY VOICE MAIL SYSTEM FACULTY AND STAFF

USER GUIDE



Information Technologies
Infrastructure

<http://www.rpi.edu/dept/tele>

UNITY VOICE MAIL SYSTEM

To dial Unity from an on campus phone dial extension 6006.

To dial Unity from an off campus phone dial (518) 276-6006.

To dial Unity from an on campus standard (analog) phone press * 5.

To dial Unity from an on campus digital phone press the InteMail button.

Your mailbox number is your Rensselaer phone number.

MAIN MENU

Press Function

1	Review message
2	Send a message
3	Review old messages
4	Change setup options
0	For Help
*	To exit

While listening to a message

Press Function

1	Rewind message
2	Pause/resume
3	Fast-Forward
33	Fast-Forward to end
4	Slow playback
44	Slower playback
5	Play message properties
6	Fast playback
66	Faster playback
7	Decrease volume
8	Reset volume
9	Increase volume
#	Skip message

After listening to a message

Press Function

1	Skip back
4	Replay message
5	Envelope

6	Forward
7	Delete
8	Reply
82	Reply to all
88	Call back sender
9	Save

While listening to the main menu

Press Function

41	Change greetings
412	Turn on/off alternate greeting
421	Change message notification
423	Choose full or brief menus
432	Change recorded name
44	Change call transfer

Notes: _____
