



Unity Voice Mail

INITIALIZING YOUR VOICE MAILBOX

Please read all of the instructions before starting (you may want to use the speakerphone to go through your phone setup)

1. Press the **Message** button
2. Enter your password – the default password is 12345#
3. When message starts press 4 – 1– 1
4. Record greeting
“You have reached the office of _____. I am currently unavailable to answer the phone. Please leave your name and number, and I will return your call as soon as possible. Thank you.”
 - Press # to accept (if it’s Ok press * to exit and skip to #5)
 - Press **1** to re-record
 - Press # to accept
 - Press * to exit
5. Change your password – press 3– 1 and follow message instructions (Your password must be at least 3 digits long, and should be something you can remember. You will need to type in the password when prompted and hit the # key. You will then be asked to do it again.)
6. Record your name – press 2 and follow message instructions
7. Hang up your handset

Your phone is now set up!