

## Unity Voice Mail

### How to Log into Voice Mail & Retrieve Voice Mail Messages.

#### 1. FROM YOUR PHONE:

- Press the **MESSAGE** button. Voice mail will prompt you to enter your password. **Enter your PASSWORD.**

#### 2. FROM WITHIN THE OFFICE BUT NOT YOUR DIRECT EXTENSION:

- Press the **MESSAGE** button then press the **STAR KEY “\*”** and voice mail will prompt you for your **ID (this is the same as your extension/mailbox number)**. Once you enter your mailbox number, voice mail will prompt you to enter your password. **Enter your PASSWORD.**

#### NOTE:

Anytime that you hear a prerecorded greeting when calling into the system (internally or externally) press the star ( \* ) to be prompted for your voice mail id/mailbox number. This is a hidden option so you will never hear a prompt.