

Unity Voice Mail

INITIALIZING YOUR VOICE MAILBOX

1. Press the **Message** button on your phone and enter your password
 - If you are on another phone press * **and enter your mailbox number.**
2. Enter your password. The default password is 28578621.
3. Record Name for Company Directory.
4. Press # to accept.
5. Record Greeting.

“You have reached the office of _____. I am currently unavailable to take your call. Please leave your name, number, and a brief message and I will return your call. If you need immediate assistance please press “0” for the operator. Thank you.”

 - Press **1** to re-record
 - Press # to accept
6. Follow the prompts to complete your mailbox setup.
7. Change your password.
 - Enter new password
 - Reconfirm entry

Voice mail is now set up!