VOICE MAIL SETUP AND ACCESS

To enroll with Unity Connection Voice Mail (first use):
- Press the **Messages** button
- Enter the first time enrollment password = **1234**
- Follow prompts to:
  - Record your name - press # key as soon as you say your name
  - Record a greeting – press # key as soon as you say your greeting
  - Select if you wish to be listed in the system directory so that callers search for and find you.
  - Set a new password-no trivial passwords
    - Minimum length   4

Message Retention:
- New messages will be moved to the Saved messages folder after **20** days.
- Saved messages will be moved to the Deleted messages folder after 1**0** days.
- Messages will be Permanently deleted from the Deleted messages folder in **7** days

To log on to Voice Mail from your phone
- Press the **Messages** button
- Enter your password, press the # key

To log on to Voice Mail from another phone
- Dial the internal voice mail phone number 5735221000.
- Press the * key
- Enter your 10 digit phone number, press #
- Enter your Pin, press #.

To log on to Voice Mail from outside
- Dial your desk phone number.
- Press the * key when voice mail answers.
- Enter your PIN.
- Then press # key.