

Directions for Setting Up Your Voice Mail Message Box

1. Press the Message button (Looks like an envelope) from a classroom phone.
2. Press *
3. Enter your voice mail box number followed by the # key.
4. Enter your password (1111) followed by the # key.
5. Listen carefully to the prompts and respond as prompted.
 - Record your name
 - Record a greeting that outside callers will hear when you do not answer your phone
 - Change your phone password(Later , you can change any of these settings)
6. The system will tell you when you have finished; you are then a Unity subscriber.

If you hang up before finishing, you will be prompted the next time you press Messages and *.

Accessing Your Voicemail

ACCESSING YOUR VOICEMAIL FROM A CLASSROOM PHONE:

1. Press the Message Button
2. Press *
3. When prompted, enter your Voicemail Box (ID) number and press #
4. Enter your password and press #
5. Follow the voice instructions.

ACCESSING YOUR VOICEMAIL FROM AN OUTSIDE PHONE

1. Dial the school number. Wait until you get the automated attendant.
2. Press * and enter your Voicemail Box (ID) number followed by #
3. Enter your password and press #
4. Follow the voice instructions