

Tips for using Unity Voice Mail

NOTE: To access voice mail, on-campus dial 1800 or off-campus (907) 474-1800.



To skip over a message in your mailbox:

1. Press the “#” key to skip to the end of the message.
2. Press the “#” key again to save the message you just skipped over for future access.



To rewind a message during playback:

1. Press the “7” key while the message is playing.



To slow down message playback:

To slow the speed that the messages are being played in your mailbox, press the “4” key during message playback.



To speed up message playback:

To increase the speed that the messages are being played in your mailbox, press the “6” key during message playback.



To fast forward to the end of a message:

Press the “#” key at any time during the message.



To skip over a greeting when leaving a message for someone:

1. Enter the extension of the desired recipient, followed by the “#” key.
2. Press the “#” key again to confirm the extension without waiting to listen to the details or greeting associated



To review a message before sending it:

1. Press the “#” key when you are finished recording the message.
2. To send the message now, press the “#” key.
3. To play the message back to you, press the “3” key.
4. To re-record the message, press the “4” key.
5. To add to your recording, press the “5” key.
6. To discard your message, press the “6” key.



To avoid sending a recorded message:

1. Press the “*” button to cancel the delivery of a message you have just been recording.



To recover a deleted message:

1. Press the “3” key to access your old messages.
2. Press the “2” key to access Deleted messages.
3. Press the “1” key to review your Deleted messages.
4. For each message....
 - A. Press “1” to **Replay** the message.
 - B. Press “2” to **Restore** the message as a “saved” message.
 - C. Press “3” to **Delete** the message.
 - D. Press “4” to **Reply** to the message.
 - E. Press “5” to **Forward** the message.
 - F. Press “6” to **Restore** the message as New.
 - G. Press “7” to **Step Back** to the previous level.
 - H. Press “9” to **Play** the message properties.
 - I. Press “#” to access the next Deleted message.

