VOICEMAIL

BASIC CALL FUNCTIONS

Set-Up Voicemail
1.   Dial 9 8641234
2.   Press the star key (*) when Unity answers
3.   Enter your ID (your extension number)
4.   The default password is 12345. For security reasons you must change your password ASAP.
5.   Follow the prompts to record **YOUR NAME**, and record your **MESSAGE**.

    Sample message:
    You have reached the voice mailbox of _____. I am currently unavailable. Please leave your name and phone number, and I will return your call promptly. Thank you.

Access Voicemail-Internal *(while at Princeton)*
1.   Your voice mail messages will appear in your e-mail inbox and will also light your phone's handset. You can listen to the message through your computer's speakers by opening the voice mail message in your inbox.
2.   If you prefer privacy, listen to the message on your phone.   Press the gray **MESSAGES** button on your phone and follow the voice instructions

Access Voicemail-Remotely *(at home or off campus)*
1.   Dial into the voicemail system, 864-1234
2.   Press the star key (*) when Unity answers
3.   Enter your ID (your ext. number)
4.   Enter your password

Call Forward
1.   Press the **CFwdALL** softkey
2.   Enter the number to which you want to forward all your calls. (for voicemail, press the gray **MESSAGES** button.
3.   To cancel forwarding of all calls, press the **CFwdALL** softkey.

Placing a call:
• Lift the handset and dial number for an outside call.
• To use corporate directory for an inside call:
    1.   Press the *Menu* button.
    2.   Navigate to the *Directory* option and press the *Select* softkey.
    3.   Use the scroll key (up/down blue button) to select *Corporate Directory*
    4.   Press the *Select* soft key to display the directory
    5.   Use the scroll key to select the search option
    6.   Use the numbers corresponding to the letters on the dialing pad
    7.   Press the *Dial* soft key to dial number

Putting a Call on Hold:
• To place a call on hold, press the **HOLD** softkey
• To return to the call, press the **RESUME** softkey. If multiple calls are on hold, use the blue scroll key to select the desired call before you press **RESUME**.

Transferring a Call:
• During the call, press the **TRANSFER** softkey
• Dial the number you want to transfer the call.
• When you hear ringing, press **TRANSFER** again, or when the party answers, announce the call and then press **TRANSFER**.
• Hang-up if the party accepts the call.
• If the party refuses the call, press **RESUME** to return to the original call.

Conference calls (3-Way)
• During a call, press the **MORE** softkey, then the **ConFrn** softkey
• Dial the number of another person
• When call connects, press **ConFrn** again to add this person to the conference
• If you miss dial, press the **EndCall** softkey,then the **Resume** soft key to return to original call.