

**HOW TO USE YOUR UNITY VOICE MAIL
STATE OF ALASKA
February 2007**

Logon to Voice Mail from your extension:

- Press Message Key
- Follow the voice prompts

***Note: Your default password is 12345**

Note that if you do not have a message key on your Nortel Phone, you may dial:

4300 in Anchorage

4410 in Fairbanks

7777 in Juneau

Logon to Voice Mail from outside the system:

- Dial
 - **865-1999 in Anchorage**
 - **328-6799 in Fairbanks**
 - **523-8799 in Juneau**
- When Unity answers it will prompt for your ID number
- Dial your 7-digit extension number, press # key
- Dial your password, press # key (default password is 12345)
- Follow the voice prompts

MAIN MENU PROMPTS

- 1 Play New Messages**
- 2 Send Messages to other State personnel**
- 3 Check Saved Messages**
- 4 Change Set Up Options**
- 0 Help * Cancel/back up, # Skip/Move Ahead**

DURING A MESSAGE YOU MAY PRESS:

- **1 = Repeat**
- **2 = Save**
- **3 = Delete**
- **4 = Slower**
- **5 = Change Volume**
- **6 = Faster**
- **7 = Rewind 3 sec**
- **8 = Pause/Resume**
- **9 = Fast Forward**
- **# = Fast Forward to end of message**
- **##=Save as New**

AFTER LISTENING TO A MESSAGE:

- **1 = Repeat**
- **2 = Save**
- **3 = Delete**
- **4 = Reply**
- **5 = Forward**
- **6 = Mark as New**
- **7 = Skip Back**
- **9 = Play message Properties**