

unity™

User Guide

To print this guide

- 1 On the File menu, click “Print.”
- 2 To print the entire book, click “OK.”
To print a portion of the book, type a range of pages,
then click “OK.”

To check messages

If you are using the fax option, Unity plays the message summaries and any voice annotations on your fax messages.

If you are using the text-to-speech option, Unity also plays your e-mail messages.

TIP Old messages are not deleted automatically. Delete unwanted messages frequently to save space.



PHONE

- 1 Call Unity and log on.
- 2 Press **1** to hear new messages,
or
press **3** to review old messages.
- 3 Use the following keys to manage your messages and to control playback.

Use these keys during a message

TASK	KEY	TASK	KEY
Repeat	1	Reverse	7
Save	2	Pause or continue	8
Delete	3	Fast-forward to end	9
Change volume	5		

Use these keys after a message

TASK	KEY	TASK	KEY
Repeat	1	Mark as new	6
Save	2	Reverse	7
Delete	3	Deliver an e-mail or fax to a fax phone number*	8
Reply	4	Hear summary	9
Forward message	5		

* Available only if you are using the fax option.

Use these keys anytime

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#

To reply to a message

When you reply by phone to any type of message, your response is a voice message.

You can reply by phone only to messages from other subscribers.



PHONE

- 1 After listening to the message, press **4**.
- 2 Record your reply.
- 3 Press **#** to send the reply,
or
press **1** for message options.

Message options

OPTION	KEY	OPTION	KEY
Change addressing	1	Set special delivery	3
Change recording	2	Review message	4

- 4 Follow the Unity conversation to handle the original message.

Use these keys as you record

TASK	KEY	TASK	KEY
Pause or continue	8	End recording	#

Use these keys anytime

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#

[Continued >](#)

To forward a message

You can forward a message as is or record an introduction that plays before the forwarded message.

When addressing a message, press the # key twice (##) to switch between spelling mode and number mode.



- 1 After listening to the message, press **5**.
- 2 Follow the Unity conversation to address the forwarded message.
- 3 Press **#** to forward the message as is,
or
press **2** to record an introduction,
or
press **3** for message options.
- 4 Press **#** to forward the message as is,
or
press **1** for message options.

Message options

OPTION	KEY	OPTION	KEY
Change addressing	1	Set special delivery	3
Change recording	2	Review message	4

- 5 Follow the Unity conversation to handle the original message.

Use these keys as you record


TASK	KEY	TASK	KEY
Pause or continue	8	End recording	#

Use these keys anytime

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#

Continued ►

To change your password



PHONE

- 1 Call Unity and log on.
- 2 Press **4** > **3** > **1**.
- 3 Enter a new password and press **#**.
- 4 Enter the new password again to confirm it and press **#**.


Use these keys anytime

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#

To change playback volume

As you listen to a message by phone, you can adjust the volume of the message. The change does not affect the playback volume of other messages.

You cannot adjust recording volume or the playback volume of greetings.



PHONE

- ▶ **While listening to a message, press **5** to toggle among these volume settings:**
 - Press once** Increases the volume.
 - Press again** Decreases the volume.
 - Press again** Returns the volume to normal.

To record a greeting

You can record only your standard, closed, and alternate greetings by phone.



- 1 Call Unity and log on.
- 2 Press **4** > **1** > **1**.
- 3 After Unity plays your current greeting, press **1** to rerecord it,
or
press **3** to record a different greeting, choose the greeting, then rerecord it.

Use these keys as you record

TASK	KEY	TASK	KEY
Pause or continue	8	End recording	#

Use these keys anytime

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#

To enable or disable a greeting

You can enable or disable only your alternate greeting by phone.



- 1 Call Unity and log on.
- 2 Press **4** > **1** > **1**.
- 3 After Unity plays your current greeting, press **2** to enable or disable your alternate greeting.

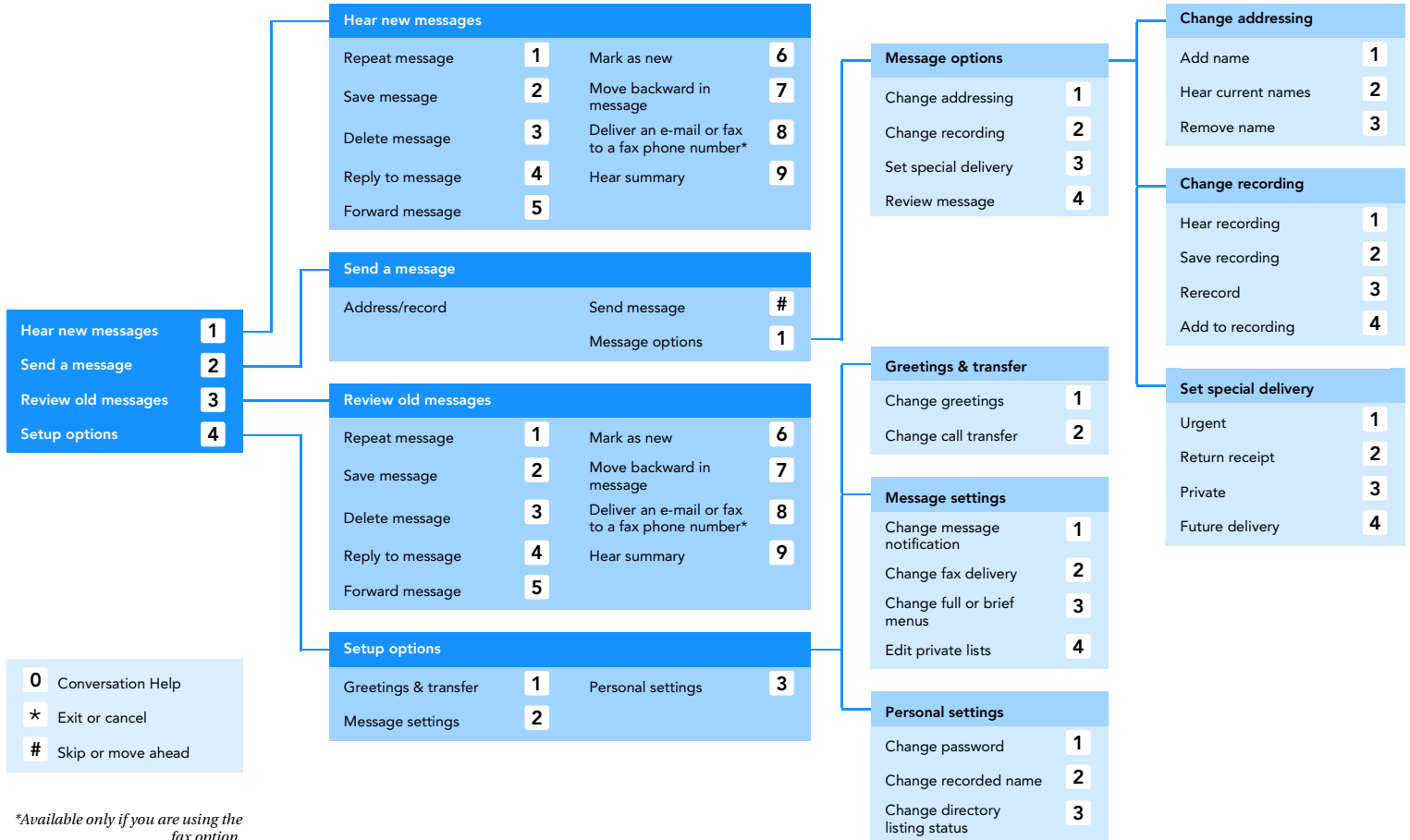
NOTE When your alternate greeting is enabled, it overrides all other greetings.

Use these keys anytime

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#



Unity conversation menus



*Available only if you are using the fax option.

Call Unity and log on

TASK	KEY
HEAR NEW MESSAGES	1
SEND A MESSAGE	2
REVIEW OLD MESSAGES	3
SETUP OPTIONS	4

Press after a message

TASK	KEY
DELETE	3
REPLY	4
FORWARD MESSAGE	5
MARK AS NEW	6
DELIVER TO FAX MACHINE	8
HEAR MESSAGE SUMMARY	

Press during a message

TASK	KEY
REPEAT	1
SAVE	2
DELETE	3
CHANGE VOLUME	5
REVERSE	7
PAUSE OR CONTINUE	8
FAST-FORWARD	9

TIPS

- 0 CONVERSATION HELP
- * CANCEL OR BACK UP
- # SKIP OR MOVE AHEAD

Shortcuts

TASK	KEYS
CHANGE GREETINGS	4 1 1
CHANGE CALL TRANSFER	4 1 2
CHANGE MESSAGE NOTIFICATION	4 2 1
FULL OR BRIEF MENUS	4 2 3
CHANGE PASSWORD	4 3 1
CHANGE RECORDED NAME	4 3 2
CHANGE DIRECTORY LISTING STATUS	4 3 3

TIPS

- 0 CONVERSATION HELP
- * CANCEL OR BACK UP
- # SKIP OR MOVE AHEAD



Reference Card

INTERNAL PHONE NUMBER

EXTERNAL PHONE NUMBER

ID