

# Unity at a Glance

## Listen to:

- 1** New messages
- 3** Old messages

<h3>During message summary</h3> <ul style="list-style-type: none"> <li><b>4</b> Restart summary</li> <li><b>6</b> Forward message</li> <li><b>7</b> Play message</li> <li><b>8</b> Pause/resume</li> <li><b>9</b> Save as heard</li> <li><b># #</b> Skip message, save as unheard</li> </ul>	<h3>During message</h3> <table border="0"> <tr> <td><b>1</b> Rewind</td> <td><b>5</b> Play message summary</td> </tr> <tr> <td><b>1 1</b> Restart message</td> <td><b>8</b> Normal volume</td> </tr> <tr> <td><b>2</b> Pause/resume</td> <td><b>9</b> Increase volume</td> </tr> <tr> <td><b>3</b> Fast-forward</td> <td><b>#</b> Fast-forward to end</td> </tr> <tr> <td><b>3 3</b> Fast-forward to end</td> <td><b># #</b> Skip message, save as unheard</td> </tr> </table>	<b>1</b> Rewind	<b>5</b> Play message summary	<b>1 1</b> Restart message	<b>8</b> Normal volume	<b>2</b> Pause/resume	<b>9</b> Increase volume	<b>3</b> Fast-forward	<b>#</b> Fast-forward to end	<b>3 3</b> Fast-forward to end	<b># #</b> Skip message, save as unheard	<h3>After message</h3> <table border="0"> <tr> <td><b>2</b> Deliver e-mail or fax to fax machine*</td> <td><b>7</b> Delete</td> </tr> <tr> <td><b>4</b> Replay message</td> <td><b>8</b> Reply</td> </tr> <tr> <td><b>5</b> Play message summary</td> <td><b>9</b> Save</td> </tr> <tr> <td><b>6</b> Forward message</td> <td><b>#</b> Save as unheard (new message) or Save as heard (old message)</td> </tr> </table> <p><small>*Available only if you are using the fax option.</small></p>	<b>2</b> Deliver e-mail or fax to fax machine*	<b>7</b> Delete	<b>4</b> Replay message	<b>8</b> Reply	<b>5</b> Play message summary	<b>9</b> Save	<b>6</b> Forward message	<b>#</b> Save as unheard (new message) or Save as heard (old message)
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**2 Send a message** → **Address and record the message, then:** → **# Send the message now**

**1 Message options** →

<b>1</b> Change addressing	→	<b>1</b> Add a name <b>2</b> Hear all names <b>3</b> Remove a name
<b>2</b> Change recording	→	<b>1</b> Hear recording <b>2</b> Save recording <b>3</b> Rerecord <b>4</b> Add to recording
<b>3</b> Set special delivery	→	<b>1</b> Urgent <b>2</b> Return receipt <b>3</b> Private <b>4</b> Future
<b>4</b> Review message	→	
<b>#</b> Send message	→	

**4 Setup options** →

<b>1 Greetings and call transfer</b>	→	<b>1</b> Change greetings	→	<b>1</b> Rerecord this greeting <b>2</b> Turn on/off alternate greeting <b>3</b> Edit other greetings <b>4</b> Hear all greetings
	→	<b>2</b> Change call transfer	→	<b>1</b> Switch between transferring calls to an extension/voice mail <b>2</b> Change extension/phone number
	→	<b>1</b> Change message notification	→	<b>1</b> Pager <b>2</b> Home phone <b>3</b> Work phone <b>4</b> Spare phone
	→	<b>2</b> Change fax delivery	→	<b>1</b> Keep this number <b>2</b> Enter new number
<b>2 Message settings</b>	→	<b>3</b> Change menu type	→	<b>1</b> Switch between full/brief Unity menus
	→	<b>4</b> Edit private lists	→	<b>1</b> Hear lists <b>2</b> Change names on a list
<b>3 Personal settings</b>	→	<b>1</b> Change password	→	
	→	<b>2</b> Change recorded name	→	
	→	<b>3</b> Change directory listing	→	<b>1</b> Change listing status

## Use these keys anytime

- 0** Help
- 0 0** Operator
- \*** Cancel or back up
- #** Skip or move ahead

### Optional Conversation 1

This map illustrates the main Unity™ menus available to you by phone with Unity–Optional Conversation 1. Your organization chose Optional Conversation 1 because it more closely resembles the messaging menu choices you are familiar with.

With Optional Conversation 1, some of the touchtone keys you use to manage messages by phone are different from those listed in the *Unity User Guide*. However, the features available on a Unity system with Optional Conversation 1 are identical to those described in the *User Guide*.

Please refer to this map as you manage your messages by phone. Refer to the *Unity User Guide* for descriptions of Unity features, and for procedures related to messaging from your Inbox and to working with the Unity ActiveAssistant®.

