

Unity Voicemail



To call voice mail from your desk line:

- 1) Press the Messages button
- 2) Enter password and press the # key

To call voice mail from an outside line:

- 1) Dial - 857.238.5000 for Voicemail
- 2) Press *
- 3) Enter "Mailbox ID number (10 digit phone number) and press the # key
- 4) Enter password and press the # key

Brief Set up instructions

- 1) Press the MESSAGE key
- 2) Enter default password 246802
- 3) Change password
- 4) Record spoken name
- 5) Record greeting (optional)

Main Menu

- Press "1" to hear *NEW* messages
- Press "2" to record and send a message
- Press "3" to hear *SAVED* messages
- Press "4" to change setup options

• Tip: Use the "*" to cancel or to go back 1 menu

1 new **3** saved

2 record

4 setup

During Message Review

Restart Save Delete

1 2 ABC 3 DEF

Slow Volume Fast

4 GHI 5 JKL 6 MNO

Rewind Pause F. Fwd

7 PQRS 8 TUV 9 WXYZ

End

* 0 #

After Message Review

Replay Save Delete

1 2 ABC 3 DEF

Reply Forward Save

4 GHI 5 JKL 6 MNO

Rewind Properties

7 PQRS 8 TUV 9 WXYZ

Save

* 0 #

- Tip: to switch between name and extension, press "# #".

- Address and record message

- Press # to send or "1" for message options

Message Options

Urgent Return Private

1 2 ABC 3 DEF

Future Review Re-record

4 GHI 5 JKL 6 MNO

7 PQRS 8 TUV 9 WXYZ

Send

* 0 #

Press 1 – Greeting

- 1 – Record greeting
- 2 – Turn on/off alternate greeting
- 3 – Edit other greetings
- 4 – Hear all greetings

Press 2 – Settings

- 1 – Change message notification
- 2 – Change Menu type
- 3 – Edit private lists

Press 3 – Personal Settings

- 1 – Change password
- 2 – Change recorded name
- 3 – Change directory listing

Cisco 8800 Series Quick Reference Guide



To learn about your new phone, visit:

<https://pulse.partners.org/ipphones>

PHS/S77 Help Desk - 508.833.4188





- 1 - Session Buttons
- 2 - Display
- 3 - Feature Buttons
- 4 - Soft Keys
- 5 - Navigation
- 6 - Release Call
- 7 - Hold
- 8 - Conference
- 9 - Transfer
- 10- Speaker
- 11- Mute
- 12- Headset
- 13- Keypad
- 14- Volume Control
- 15- Contacts
- 16- Applications
- 17- Messages Button
- 18- Handset
- 19- Message Indicator Light

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PLACING and RECEIVING CALLS

To PLACE a call:

- Lift Handset or
- Press LINE button or
- Press ANSWER softkey or
- Press Headset
- Press the REDIAL softkey to dial you last called number

To RECEIVE a call:

- Lift Handset or
- Press LINE button or
- Press ANSWER softkey
- Press Headset

HOLD

To place a call on hold:

- Press the HOLD 

To retrieve a held call:

- Press RESUME softkey or press line button

To place a second call:



- Press HOLD softkey
- Press NEW CALL softkey

To toggle between held calls:

- Use NAVIGATION button to highlight held call
- Press RESUME softkey

TRANSFER

To transfer a call:

- With a call in progress, press the TRANSFER 
- Dial the 4 digit extension
- (Option: You may announce the call)
- Press TRANSFER  to release call

If busy or does not answer:

- Press the ENDCALL softkey
- Press RESUME softkey

To transfer a call to voice mail:

- Press TRANSFER 
- Dial## + 10 digit mailbox number

857-238-5000

Press TRANSFER 

CONFERENCE CALLING

To place up to an 8-way conference call:

- Place or answer the first call

- Press the CONFRN 

- Dial the next call

*Option: You may announce the next call

- Press the CONFRN 

To add additional parties, repeat the steps above

To add an incoming call to a call/conference

- While on a call
- Use Navigation button and to highlight held call to join.
- Press the SELECT softkey

To view active participants:

- Press CONFLIST softkey

To remove a conference participant:

- Use Navigator button to highlight calls to remove

- Press REMOVE softkey***

(Note: *** Task only performed by the conference originator.

CALL FORWARD – All Calls

To forward all incoming calls to another number

- Press the CFWDALL softkey
- Dial the 4 digit extension number or press the MESSAGES envelop to forward calls to voicemail

To deactivate call forwarding

- Press CFWDALL softkey

Call DIVERT

To immediately forward a ringing call to voicemail:

- Press the IDIVERT softkey

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<https://pulse.partners.org/ipphones>