



Unity Connection Enrollment

For the first step, we would like you to access UC via your desktop IP Phone and go through the "first time enrollment" process.

This entails, setting a new password, recording your "spoken name" and recording your "personal greeting".

Here are the steps (please follow audio prompts)

1. Please call Local 8700
2. Enter this PIN# (**6541236**) followed by #
3. Record your "Recorded Name"
4. Record a new personalized "Standard Greeting"
5. Set new PIN# (Minimum 6-digits with no repetitive sequences like 777888)
6. Confirm your new PIN#

(Please note that all key sequences are not exactly the same as our current Octel Deployment but are as similar as possible with this new system)

Whenever Unity Connection asks for your user ID it is asking for your 4-digit mailbox #
PIN = Password

Unity Connection Standard Greeting

Access **8700** (Press Message Button or Dial 8700)
Enter your PIN followed by #
Press 4 for Setup Options
Press 1 for Greetings
Press 1 for Standard Greeting
Listen to prompts for setting up your Standard Greeting
Press * (Star) to exit system

Unity Connection Alternate Greeting (this replaces the Extended Absence Greeting)

Access **8700** (Press Message Button or Dial 8700)
Enter your PIN followed by #
Press 4 for Setup Options
Press 1 for Greetings
Press 2 for alternate greeting
Listen to prompts for setting up your Alternate Greeting
Press * (Star) to exit system
*Remember to remove your Alternate Greeting upon your return



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Unity Connection Remote Access

Access **403-440-8700** - Press *

Enter your ID (4-digit Local) followed by #

Enter your PIN followed by #