



Mount Royal Unity Connection Voicemail

Main Menu and Shortcuts

While listening to the Main menu, press:

Action	Key(s)
Hear new messages	1
Send a message	2
Review saved messages	3 1
Review deleted messages*	3 2
Change setup options	4
Change greetings	4 1
Turn alternate greeting on or off	4 1 2
Change message notification	4 2 1
Change fax delivery*	4 2 2
Choose full or brief menus	4 2 3
Change phone password	4 3 1
Change recorded name	4 3 2
Change call transfer	4 4
Find messages from a Connection user*	5 1
Find messages from all outside callers*	5 2
Find messages from an outside caller*	5 3



Send a Message Menu and Shortcuts

After addressing and recording a message, press:

Action	Key(s)
Send message	#
Add name	9 1
Mark message urgent and send	1 #
Request return receipt and send	2 #
Mark message private and send	3 #
Set future delivery	4
Review recording	5
Rerecord	6
Add to the message	7
Mark message secure	9 3



During Message Menu and Shortcuts

While listening to a message, press:

Action	Key(s)
Rewind	1
Play a message by number	1 2
Play previous message	1 4
Play next message	1 6
Pause or resume	2
Fast-forward	3
Fast-forward to end	3 3
Send e-mail/fax to fax machine for printing*	3 3 2
Forward message	3 3 6
Delete message	3 3 7
Reply	3 3 8
Reply to all	3 3 8 2
Save or restore as saved*	3 3 9
Slow playback	4
Slower playback	4 4
Play message properties	5
Fast playback	6
Faster playback	6 6
Decrease volume*	7
Reset volume*	8
Increase volume*	9
Skip message, save as is	#



Skip message, save as new (new and saved messages)	# #
Cancel or back up	*
Help	0

After Message Menu and Shortcuts

After listening to a message, press:

Action	Key(s)
Skip back	1
Play a message by number	1 2
Play previous message	1 4
Play next message	1 6
Send e-mail/fax to fax machine for printing*	2
Replay message	4
Play message properties	5
Forward message	6
Delete	7
Reply	8
Reply to all	8 2
Call the sender	8 8
Save or restore as saved	9
Save as is	#
Save or restore as new	# #
Cancel or back up	*



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Help	0
*Not available at this time.	