



Does It All

Quick Reference Guide

Your UNiCALL # _____

Your Password _____

To Listen to Your Voice Mail

1. **Dial Your UNiCALL Number**
2. **Press *** (STAR) During the Greeting
3. **Enter your Password**
4. **Press *** (STAR) The system will advise you on the # of messages, "New" and "Played"
5. Press **(5)** to Listen. The system will play the most recent new message first.
6. **Press (5)** to **Keep** or **(3)** to **Delete**
7. **Press (6)** for **Next**
8. **Hang Up** When Finished Listening to Messages

While Listening to Voice Mail

During or at the End of a Message

- Press **(3)** **Delete** Message
- Press **(5)** **Keep** Message
- Press **(6)** **Next** Message
- Press **(#)** to Hear Caller ID
- Press **(1)** to Connect to Caller ID #
- Press **(2)** to Connect to a Different #
- Press **(8)** to Return to Voicemail after Connecting Out.

Incoming Calls

- Press **(1)** to Connect to Caller
- Press **(7)** to **Record** Call
- Press **(4)** to place caller on **Hold**
- Press **(4)** again to retrieve from **Hold**



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2216 W. Altorfer Rd. Peoria, IL 61615
(877) 859-5333

To Change Your Greeting

1. **Dial Your UNiCALL Number**
2. **Press *** (STAR) During the Greeting
3. Enter your **Password**
4. **Press *** (STAR)
5. **Press (6)** for **System Options**
6. **Press (7)** to **Modify Greeting**
7. **Press (6)** for **Outgoing Greeting**
8. **Press (1)** for **Greeting Number**
System will play current Outgoing Greeting
9. **Press (7)** to **Record** new greeting
10. **Press *** (STAR) to End recording
11. **Press (5)** to **Keep** or
Repeat Steps 9 through 11 Until Satisfied

To Change Your Password

1. **Dial Your UNiCALL Number**
2. **Press *** (STAR) During the Greeting
3. Enter your **Password**
4. **Press *** (STAR)
5. **Press (6)** for **System Options**
6. **Press (7)** to **Modify Password**
7. **Enter New Password & Press ***
8. **Re-Enter New Password & Press ***
System will confirm new password

To Change Your Email Addresses & Follow Me Numbers

1. Go to www.unicallweb.com
2. Click on **Customer Log In**
3. Enter Your UNiCALL Phone Number in the **Subscriber** Box
4. Enter Your **Password**
5. Click on **General** Tab
6. Enter the phone numbers (in the order you want the calls to go to) in the appropriate boxes under the heading **Follow Me Number(s)**
7. Click on **Save** Button