

CISCO UNITY VOICEMAIL EXISTING PHONE NO.

When the indicator light (16) is illuminated red, you have a voicemail. The LCD Screen (2), also gives an indicator by replacing the standard phone image (located next to the extension) with an envelope.

Access voicemail from your own station:

- Press the **messages** button on your phone (4).
- When prompted, enter your PIN followed by the # key.

Access voicemail from another Internal Station

- Dial your 4-digit extension number
- When your greeting is reached, press * (star)
- Enter (ID no) which is your extension number
- Press # (pound)
- Enter your password
- Press # (pound)
- Follow prompts

Access voicemail from Outside/Home:

- Dial **739-8588**
- When Greeting Plays
- Press * (star) and enter (ID no) which is your extension number
- Press # (pound)
- Enter your password
- Press # (pound)
- Follow Prompts



Change your Password:

Once you received the voicemail password, whether it is from your predecessor, supervisor, or a member of the IT staff, you can reset it to your own custom password. A 6 digit number is required as a password. Please have this number ready when you begin.

- Press **messages** button (4) or dial 8588
- Press 4 for Set Up Options
- Press 3 for Preferences
- Press 1 to Change your PIN

Change your Recorded Name:

- Press **messages** button (4) or dial 8588
- Press 4 for Set Up Options
- Press 3 for Preferences
- Press 2 to Change your Recorded Name

Edit Greeting:

- Press **messages** button (4) or dial 8588
- Press 4 for Set Up Options
- Press 1 for Change Greetings
- Press 4 to hear all of your greetings
 - Listen to all of your greetings
- Press 3 to Edit Greetings

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EXISTING PHONE NO. (part 2 of 2)

Voicemail Menu

Press **1** to listen to New Message (this option will only present itself if you have a message)

- Option While Listening to Message
 - Press 1 to Restart Message
 - Press 2 to Save Message
 - Press 3 to Delete Messages
 - Press 4 to Slow Playback
 - Press 7 to Rewind Message
 - Press 8 to Pause/Resume
 - Press 9 to Fast Forward
 - Press # to Fast Forward to End of Call
 - Press ## to Skip Message or Save as is
- Options After Listening to Messages
 - Press 1 to Repeat
 - Press 2 to Save
 - Press 3 to Delete
 - Press 5 to Forward
 - Press 6 to Mark as New
 - Press 7 to Skip Back
 - Press 9 to Play Message Properties
 - Press * Cancelled Playing Messages
 - Press 0 for Help

Press **2** to Send a Message

Press **3** to listed to Old Messages

- Press 1 to Listen to Saved Messages
- Press 2 to Listen to Deleted Messages

Press **4** for Set Up Options

- Press 1 to Change Greetings
 - Press 1 to re-record your greeting
 - Press 2 to turn on your alternate greeting
 - Press 3 to edit other greetings
 - Press 4 to hear all your greetings
 - Press * to Exit
- Press 2 for Message Settings
 - Press 1 to Change Message Notification
 - Press 3 to Change Menu Style
 - Press 4 to Edit Private Lists
 - Press 0 for Help
 - Press * to Exit
- Press 3 for Preference
 - Press 1 to Change your PIN
 - Press 2 to Change your Recorded Name
 - Press 3 to Change Directory Listing
- Press 4 for Transfer Settings
 - ** It is recommended that this option is NOT changed
 - Press 0 for Help
 - Press * to Cancel or back up
- Press 0 for Help
- Press * to Exit

Press * to Exit

Press **0** for Help

NOTES:

- The voicemail system has voice prompts to walk you through the system
- Passwords need to be SIX digits and are set to NEVER EXPIRE
- Deleted Voicemail will go into a "Deleted" folder.