

# CISCO UNITY VOICEMAIL NEW PHONE NO.

## First Time Enrollment

It is recommended that you are prepared to set up your voicemail and have a SIX digit number of your preference before you start this process. You will be prompted to set up a recorded name, personal greeting and to change your password.

### To create a Recorded Name that identifies you to Callers:

- The system states that you have no recorded name. To Record a name, Press 1
- At the tone, say your first and last name. When finished, Press # (pound)
- Your newly recorded name plays, Press # (pound) to keep it or Press 1 to re-record

### To Record a Personal Greeting:

- The Standard Greeting - Sorry [Name] or [Extension Number] is not available. Record your message at the tone. To keep this greeting, Press # (pound).
- To Record a New Standard Greeting, Press 1. Speak your greeting and press 3 (pound) when finished
- Your newly recorded greeting plays. To accept this greeting and continue, Press # (pound)
- To Re-Record your greeting, Press 1

### Access voicemail from your own station:

- Press the **messages** button on *your* phone (4).
- Enter **default password (124578)** and Press #
- Follow prompts - the voicemail system will help you setup your mailbox



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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

# CISCO UNITY VOICEMAIL

## NEW PHONE NO. (part 3 of 3)

### 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.