

Voice Mail

Access your Voice Mail

From Campus dial extension 2900.

From off campus dial your phone number and during the greeting press *.

The first time you access your Voice Mail you must setup your personal settings. The prompts will ask you first for your password (which is 12345 initially) and then walk you through configuring your voice mail.

Setup your Voice Mail

You will be prompted to record your Name. After the tone, say your First and Last Name then press the # sign. You will then be prompted to record your outgoing message. An example of the greeting you should record would be “You have reached, *your name*, I am unable to take your call at this time, please leave a message at the tone.” You will be able to change this greeting as often as you’d like.

You will finally be prompted to change your password to access Voice Mail. Your password must be at least three characters and you may need to change it periodically for security purposes.

You may also be prompted to be listed in the directory, just press # at this point to continue and complete you voice mail setup.

If you hang up before you have completely enrolled, none of your changes will be saved and the first-time enrollment conversation plays again the next time you log on to Cisco Unity! You must get through recording your name, recording your greeting and changing your password before your Voice Mail is successfully setup.

Unity Menus

<p>Main Menu</p> <ul style="list-style-type: none"> 1 Hear new messages 2 Send a message 3 Review old messages 4 Change setup options <p>Message Type Menu*</p> <ul style="list-style-type: none"> 1 Voice messages 2 E-mails 3 Faxes 4 Receipts # All messages <p><i>*Available only if enabled</i></p> <p>During Message Menu</p> <p><i>While listening to a message, press:</i></p> <ul style="list-style-type: none"> 1 Restart message 2 Save 3 Delete 4 Slow playback 5 Change volume* 6 Fast playback 7 Rewind message 8 Pause/resume 9 Fast-forward # Fast-forward to end ## Save as is <p><i>*Not available on some systems.</i></p> <p>After Message Menu</p> <p><i>After listening to a message, press:</i></p> <ul style="list-style-type: none"> 1 Replay message 2 Save 3 Delete 4 Reply 42 Reply to all 44 Call the subscriber* 5 Forward message 	<ul style="list-style-type: none"> 6 Save as new 7 Rewind 8 Send e-mail or fax to a fax machine* 9 Play message properties # Save as is <p><i>*Not available on some systems.</i></p> <p>Shortcuts</p> <p><i>While listening to the Main menu, press:</i></p> <ul style="list-style-type: none"> 41 Change greetings 412 Turn on/off alternate greeting 421 Change message notification 422 Change fax delivery* 423 Choose full or brief menus 431 Change phone password 432 Change recorded name 44 Change call transfer <p><i>*Not available on some systems.</i></p> <p>While listening to a message, press:</p> <ul style="list-style-type: none"> #3 Skip + delete message #4 Skip + reply #42 Skip + reply to all #5 Skip + forward message #6 Skip + save as new #8 Skip + send e-mail/fax to fax* #9 Skip + play message properties ## Skip + save as is <p><i>*Not available on some systems.</i></p> <p>After recording a message, press:</p> <ul style="list-style-type: none"> 11 Change addressing 12 Change recording 13 Set special delivery 14 Review recorded message
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