UNITY VOICE MAILBOX
How-To's

ACCESS CISCO UNITY VOICE MAIL:
Internally:
Dial 62100 or #41
Enter your PIN and press #

Externally:
Dial 296-2100
Press * followed by your 5-digit phone number, then press #
Enter your PIN and press #

RETRIEVE MESSAGES
Access Cisco Unity voice mail
Press 3 to review old (saved) messages
Press **5** to listen to new messages
Press **3** to erase the message
Press **7** to save the message

FORWARD A MESSAGE
Press **13** to reply at any time while listening

Follow the prompts to address the forwarded message to one or more recipients, to record an introduction (if applicable), and to send the forwarded messages.

Follow the prompts to handle the original message that you just forwarded.

REPLY TO A MESSAGE
After listening to a message, press 17 to reply

Follow the prompts to record your reply, to add recipients (if applicable), and to send it

Follow the prompts to handle the original message to which you just replied

SEND A "QUICK MESSAGE"
Access Cisco Unity voice mail
Dial 6 to Send Message
Follow the prompts to record, address, and send the voice message.

SETUP A NEW VOICE MAILBOX
If calling internally from your state-assigned phone - 62100
If calling externally
    Dial 296-2100
    Press *
    Dial your 5-digit phone extension, followed by #

Enter the default PIN 258852 and press #

System will walk you through setting up your voice mailbox. You will record your name, record your personal greeting, and change your PIN.

After your voice mailbox is setup, you change change any of these settings as described below.

CHANGE YOUR RECORDED NAME
Access Cisco Unity voice mail
Press 4 3 2
Say your name – press #
When finished, press * to save

CHANGE YOUR PERSONAL GREETING:
Access Cisco Unity voice mail
Press 4 1
After Cisco Unity plays your current greeting (if you do not want to hear the greeting, press # to skip it), press 1 to rerecord it

RECORD AN ALTERNATE GREETING
Access Cisco Unity voice mail
Press 4 1
After Cisco Unity plays your current greeting (if you do not want to hear the greeting, press # to skip it), press 3 to edit greetings, then follow the prompts to select which greeting you want to rerecord

CHANGE YOUR PIN
Access Cisco Unity Voice mail
Press 4 3 1
Enter new PIN (minimum 4 digits)
Enter new PIN again to confirm
Press # when finished