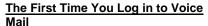
Getting to Know Your New Cisco Unity Voicemail



The access the Unity Voice Mail system from your phone:

- Press the **Message** button. \triangleright
 - Enter your default password (78412) and press #. Note: If you do not have a dedicated phone, follow the steps to "access from someone else's phone" below.

You are then required to "Enroll". The Unity Voice Mail prompts you for the following:

- Record your name at the tone \triangleright and press #.
- Enter a new password \triangleright (between 4 and 10 digits) and press #.
- ≻ Re-enter your new password and press #.

Log In to Voice Mail

To access voice mail from your phone:

- \triangleright Press the **Message** button.
- Enter your password and \triangleright press #.

To access from someone else's phone:

- Press the Message button. \geq
- Press * when you hear a \triangleright greeting or the Unity Voice Mail answers.
- Enter your ID#, which is your \triangleright 4-digit extension (your mailbox number), and press #.
- Enter your password and \geq press #.
- To access from an outside phone:
 - Dial the VM access number 361-825-7700.
 - Press * when you hear a \triangleright greeting or the Unity Voice Mail answers.
 - Enter your ID#, which is your \triangleright 4-digit extension (your mailbox number), and press #.
 - Enter your password and press #.

Universal Keys

- Press * to cancel the last \geq action or back up one menu.
- \triangleright Press # to complete or confirm addressing, start and stop recording, accept changes, and send a message.

⊳ Press 0 for Help.

Work With your Standard Greeting

- To record a Standard Greeting:
 - Log in and press 411.
 - After the greeting plays (if one is recorded), press 1 to rerecord the greeting.
 - Press # to accept the greeting. **OR**—Press **1** to re-record it again.

Change, Activate, or Record **Alternate Greetings**

- Log in and press 413 ≻
- Select the greeting you wish to record (vacation, etc) and follow prompts for selecting or recordina
- Record the selected greeting \geq and review. Accept or rerecord.
- Select the greeting you wish to activate
- To deactivate, follow above

Change Your Password

- Log in and press 431.
- Enter a new password and \triangleright press #.
- \geq Re-enter the password to confirm and press #. Note: You will be forced to change your password every 90 days, but you can reuse the same password.

Service Desk Information

Use the following phone number or e-mail to contact your Service desk:

- (361)-825-2692
- ITRequests@tamucc.edu \triangleright

Reply to a Message Within this Site's Voice Mail System

- After listening to the message, press 4 and record a reply.
- Press # to end the recording.
- Press 1 to access options \triangleright below, if needed.
- 1-Change addressing 2-Change the Recording 3—Set special delivery options
 - 4-Review recorded

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message

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 \geq Press # to send your reply.



Check Message

Unity Voice Mail plays message summaries. To check for messages after logging in:

- Press 1 to listen to new \triangleright messages.
- Press 3 to review saved \geq messages.
- Note New messages are deleted after 30 days, saved messages after 20 days.

The following options can be used

- while listening to your voice mail: \geq
 - 1—Restart
 - 2-Save
 - 3—Delete
 - 4—Slow Playback
 - 5—Change Volume
 - 6—Fast Playback
 - 7—Rewind
 - 8—Pause or Resume
 - 9—Fast Forward to End
 - ##-Skip Message
- After you listen to your message, you may use these options:
 - 1-Replay \triangleright
 - 2—Save
 - 3-Delete
 - 4-Reply
 - 5—Forward
 - 6—Save Message as New
 - 8—Deliever to Fax Machine
 - 9—Play Summary

Forward a Message Within this Site's Voice Mail System

- After listening to the message, \geq press 5.
- \triangleright Follow the prompts to address the message.
- \triangleright Press # to forward without an introduction. **OR**—Press **2** to record an introduction to the message, then press # to forward the message. **OR**—Press **3** to access message options below, if needed. 1—Change addressing 2—Change the Recording
 - 3—Set special delivery options 4-Review recorded message THEN-Press # to forward the message.