CISCO UNITY VOICEMAIL

INITIAL SETUP

From your desk phone:

1. Call extension **7000** from your phone.
2. Enter Default PIN (**12345#**). You will be prompted to change it during initial setup.
3. Follow system instructions for the following:
   - Record your name, set a new password, and record your greeting.
   - Wait until you hear "You Have Finished Enrollment" then hang up.

From another phone on campus (or to set up a departmental email account):

1. Call extension **7000** to access the voicemail system.
2. Press the **star key (*)** during the Cisco Unity welcome message.
3. When prompted, enter your ID (**4-digit desk phone extension**) then press the pound key (#).
4. Enter default PIN (**12345#**). You will be prompted to change it during initial setup.
4. Follow system instructions for the following:
   - Record your name, set a new password, and record your greeting.
   - Wait until you hear "You Have Finished Enrollment" then hang up.

From off campus:

1. Call your **10-digit telephone number** (including area code), and then during the recorded greeting, enter extension **7000**.
2. Press the **star key (*)** during the Cisco Unity welcome message.
3. When prompted, enter your ID (*4-digit desk phone extension*) then press the pound key (#).
4. Enter Default PIN (**12345#**). You will be prompted to change it during initial setup.
5. Follow system instructions for the following:
   - Record your name, set a new password, and record your greeting.
   - Wait until you hear "You Have Finished Enrollment" then hang up.

ACCESSING YOUR VOICEMAIL ACCOUNT

From your desk phone:

1. Call extension **7000** (if a message is waiting, indicated by red flashing light, you can also press the *Message* button on your phone).
2. Enter your **PIN** and press the pound key (#).

From another phone on campus (or to manage a departmental account):

1. Call your **4-digit extension**.
2. As your personal recorded greeting plays, press the **star key (*)**.
3. Enter your ID (*4-digit desk phone extension*) followed by the pound key (#).
4. Enter **PIN**, and press the pound key (#).

– OR –

1. Call extension **7000** to access the voice mail system.
2. Press the **star key (*)** during the Cisco Unity welcome message.
3. When prompted, enter your ID (*4-digit desk phone extension*) then press the pound key (#).
4. Enter your **PIN** and press the pound key (#).

From off campus:

1. Call your **10-digit telephone number** (including area code), and then during the recorded greeting, enter extension **7000**.
2. As your personal recorded message plays, press the **star key (*)**.
3. Enter your ID (*4-digit desk phone extension*) followed by the pound key (#)
4. Enter **PIN**, and press the pound key (#)

– OR –

1. Dial your **10-digit telephone number** (including area code).
2. Enter extension **7000** to access the voice mail system.
3. Press the **star key (*)** during the Cisco Unity welcome message.
4. Enter your ID (*4-digit desk phone extension*) then press the pound key (#).
5. Enter your **PIN**, and press the pound key (#).

THE NEW SCHOOL

CISCO UNITY VOICEMAIL

COMMONLY USED SHORTCUTS

While listening to a message

Action	Key
Restart message	1
Save	2
Delete	3
Slow playback	4
Change volume	5
Fast playback	6
Rewind message	7
Pause or resume	8
Fast-forward	9
Fast-forward to end	#
Cancel or back to menu	*
Help	0

After listening to a message

Action	Key
Replay message	1
Save or restore as saved	2
Delete	3
Reply	4
Forward message	5
Save or restore as new	6
Rewind	7
Play message properties	9
Save as is	#
Cancel or back to menu	*
Help	0

THE NEW SCHOOL