**Setting Up Your Cisco Unity Voice Mail**

**\*\*\* Please read before setting up your mailbox \*\*\*\***

You will be asked to setup (enroll) your mailbox the first time you access voice mail. Enrollment includes recording your name, recording a greeting, and changing the PIN/password. **Your temporary PIN is [25846].** Your new PIN must be at least **5** digits in length. **Note: Do Not Hang-up until you are finished with mailbox setup (enrollment). System will prompt:**

 **“You have finished with enrollment. Hello, you have no new messages.”**

**To access voice mail from your phone:**

1. Press the **Messages** button (speaker is activated and you are automatically connected to voice mail) or Lift handset then press **Messages** button.
2. Enter PIN followed by the [ # **]** key when prompted. **Remember to use temporary PIN for first time setup.**

**To access voice mail when off site:**

1. Dial **(602) xxx-xxxx (your personal telephone number)**
2. When voice mail answers, press [ **\* ]** key.
3. Enter your ten (10) digit mailbox I.D (your personal telephone number (602-xxx-xxx), followed by **#** key.
4. Enter your PIN (password you created) followed by the **#** key.

**At the main menu:**

 Press **1**, to listen to new messages. Press **4**, for setup options.

 Press **2**, to send a message. Press **\***, to EXIT.

 Press **3**, to review old messages. Press **0**, for HELP

 **While listening to a message (During message playback):**

 Press **1**, to Repeat message Press **5**, Change Volume Press **9**, Fast forward

 Press **2**, to Save Press **6**, Fast Playback Press **#**, Fast-forward to end

 Press **3**, to Delete Press **7**, Rewind message Press **##**, Skip message, save as is

 Press **4**, Slower playback Press **8**, Pause/Resume

 **After listening to a message (End of message):**

 Press **1**, Repeat message Press **4**, Reply Press **7**, To skip back

 Press **2**, to Save Press **5**, Forward message Press **9**, Message Properties

 Press **3**, to Delete Press **6**, Mark as new Press **0**, for Help

**Sending messages to other subscribers:**

1. Log into your mailbox. 4. Spell the name of a person or distribution list, then press **#.**

2. At the main menu, press **2** to send a message. **Pressing # # allows you to switch between “spelling” and “number entry”**

3. Record your message at the tone, then press #. 5. Press **1**  for message options, or **#** to send.

**To transfer a caller directly to Voice mail:**

1. Answer incoming call. 4. When Voice Mail answers

2. Press [**Transfer]** soft key. 5. Press [**Transfer]** soft key and hang up.

3. Dial # + your 10-Digit number.. Example(#602xxxxxxx)

**Other Shortcuts from Main Menu:**

**To rerecord greeting (4-1-1):**

 Press **4** for Setup options, Press **1** for Greetings, Press **1** to change greetings.

**To rerecord Name (4-3-2):**

 Press **4** for Setup options, Press **3** personal settings, Press **2** to change name.

**To change your password (4-3-1):**

 Press **4** for Setup options, Press **3** for Personal settings, Press **1** to change password.

**Additional Mailbox Setup Options:**

At the main menu, press **4** for Setup Options

Press **1**, for Greetings Press **3**, for Preferences

 Press **1**, to rerecord this greeting Press **1**, to change PIN (which is your Voice Mail Password)

 Press **2**, to turn on alternate greeting Press **2**, to change recorded name

 Press **3**, to edit other greetings Press **3**, to change directory listing

 Press **4**, to play all your greetings

Press **2**, for Message Settings Press **4**, for Transfer Settings

 Press **1**, to change message notification Press **1**, to change your standard transfer rule

 Press **3**, to change the menu style (Full or Brief) Press 2, to change your alternate transfer rule

 Press **4**, to edit private lists Press 3, to change your closed transfer rule

**The system will save deleted messages for 15 days. After the 15th day the message will be permanently deleted.**