## ANGELO STATE UNIVERSITY
### UNITY VOICEMAIL USER GUIDE

### LOG INTO YOUR MAILBOX

<table>
<thead>
<tr>
<th>From Your Own Extension</th>
<th>From Another Extension</th>
<th>From An Outside Line</th>
</tr>
</thead>
</table>
| 1. Press the MESSAGES key  
2. Enter PASSWORD 54321  
3. Press # | 1. Press the MESSAGES key  
2. Press *  
3. Enter ID (mailbox number)  
4. Press #  
5. Enter PASSWORD | 1. Dial the vm pilot number: 325-486-6100  
2. Press *  
3. Enter ID (mailbox number)  
4. Press #  
5. Enter PASSWORD |

### PLAYING YOUR MESSAGES

To Listen to New or Existing Messages
Log on to voicemail
Press
1 to hear New messages  
3 to review Old messages

While Listening to Current Message, Press
1 to Repeat the message  
2 to Save the message  
3 to Delete the message  
4 to Slow Down message playback  
5 to Change the Volume  
6 to Speed Up message playback  
7 to Backup (7 seconds) in the current message  
8 to Pause or to resume after a pause  
9 to Fast-Forward (7 seconds) in the current message

After Hearing the Current Message, Press
4 to Reply to the message  
5 to Forward the message  
6 to Mark as a New message  
7 to Skip back into the message  
9 to Hear Summary

### SHORTCUTS

- * to cancel or back up to a previous menu  
- # to skip or move ahead  
- # # to switch between alpha & numeric

### COMPOSING MESSAGES

To Record and Send an Internal Message
1. Log on to voicemail  
2. Press 2  
3. Press 1 to add another mailbox number  
4. Press # to Record message  
   Note: Press 8 to Pause or resume the recording  
5. Press # to End the recording

Press 1 for Message Options, then press
- 4 to Review the message  
- 2 to change the Recording  
- 1 to change Addressing  
- 3 to set Special Delivery Option

Special Delivery Option - PRESS:
- 1 to mark the message Urgent  
- 2 for Receipt Acknowledgment  
- 3 to mark the message Private

### SETTING UP YOUR MAILBOX

To Set Up Your New Mailbox
1. Use instructions (above) to LOG IN.  
2. Your temporary password will be 54321

You will hear "Welcome to Unity". Unity’s tutorial will play until you successfully complete the mailbox setup.

To Record Your Name
3. At the tone, "Say Your First And Last Name"  
4. Press #  
5. If you like the recording, press # to accept

To Record Your Standard Greeting
6. When prompted, press 1  
7. At the tone, “Record Your Greeting”  
8. Press #  
   Note: To Erase and re-record, press 1  
9. To Accept, press #

To Change Your Password
10. Enter your new password  
11. Enter the new password Again

To Exit Mailbox Set-Up
When complete Cisco Unity will say: “You have finished Enrollment.”  
12. Press * to Exit setup and return to the main menu
TRANSFER A CALLER TO VOICEMAIL

1. Press the TRNSF... softkey
2. Press *
3. Enter the MAILBOX number
4. Press the TRNSF... softkey

FORWARDING YOUR CALLS TO VOICEMAIL

Forward Your Calls Directly into Your Mailbox
1. No dial tone. Press the CFwdALL softkey
2. Press the MESSAGES key

To Remove Call Forward:
► Press the CFwdALL softkey

CHANGING PERSONAL SETTINGS OR GREETINGS

To Change Your Password
1. Log on to voicemail
2. Press 4 - 3 - 1
3. Enter new password
4. Press #
5. Enter new password again to confirm
6. Press #

To Re-Recorded Available Greetings
1. Log on to voicemail
2. Press 4 - 1 - 1
3. Listen to current greeting
4. Press 1 to re-record your current greeting
5. Press 3 to record a Different Greeting
   Note: Standard, Closed, or Alternate
6. Press # to end recording

To Enable or Disable a Greeting
1. Log on to voicemail
2. Press 4 - 1 - 1
3. After Unity plays your current greeting, press 2 to enable or disable your alternate greeting. The alternate greeting becomes the default greeting.

To Change Your Recorded Name
1. Log on to voicemail
2. Press 4 - 3 - 2
3. At the tone, “Record Your Name”

To Change Your Directory Listing Status
1. Log on to voicemail
2. Press 4 - 3 - 3
3. Press 1 to Change your listing status
4. Press # to Keep your current status

To Change the Conversation Menus

1. Log on to voicemail
2. Press 4 - 2 – 3
3. Press 1 to toggle between full and brief prompts

PRIVATE LISTS

To Create a Private List
1. Log on to voicemail
2. Press 4 - 2 - 4 - 2
3. Choose a Number of the List from (1 – 20)
   Note: Press # # to switch to number entries
4. Enter Mailbox Number, press #
5. Press # Again, after each entry to accept the entry
   Note: Repeat steps 4 and 5 to add more names
6. Press * to complete the Private List
7. Press 4 to record Name (i.e. Sales Dept)
8. Record the name at the tone
9. Press # to End the recording
10. Press * to Keep the list name
11. Press *** ** to Exit to the main menu

To Change the Members of a Private List
1. Log on to voicemail
2. Press 4 - 2 - 4 - 2
3. Enter the Number of the List you wish to add or change (1-20)
4. After Unity plays the List Name Itself, you may:
   ▶ Press 1 to Add a name (mailbox or member)
   ▶ Press 2 to Hear the names (mailboxes or members) in the list
   ▶ Press 3 to Remove the name (mailbox or member) from the list
5. Press *** ** to Exit to the main menu

To Change the Private List Name Itself
1. Log on to voicemail
2. Press 4 - 2 - 4 - 2
3. Enter the Number of the List whose name you wish to change (1-20)
4. Press 4 to Record the list name, then press #
5. Press * to keep the name you just recorded
6. Press *** ** to Exit to the main menu

SEND A MESSAGE TO PRIVATE LIST

Send a Message To The MEMBERS of your List:
1. Log on to voicemail
2. Press 2 to Send a message
   Note: Press # # to switch to number entries
3. Enter the Private List Number (when prompted to enter a mailbox number)
4. # after entering the List number
5. # to accept the number you just entered
6. # when you are done entering List and or Mailbox numbers
7. Record your message
8. Press # to End the recording
9. Press # to Send
10. Press * to Exit to the main menu