



Unity Voicemail

Unity is the voicemail package that was selected for the Cisco IP Phone. You may access Unity in the following two ways:

- From your campus phone – Press the **messages**  button.
- Externally- Dial 714-992-7750.
- Your default password is 135791#. For security reasons, you must change your password as soon as possible.
- Your password must be a minimum of 6 digits.
 - o You **cannot** use:
 - Digits that are the same, i.e. 66666
 - Digits that are sequential, i.e. 5678
 - Digits that are the same as your extension
 - Digits that spell your name.
- Your ID (if requested by the system) is the same as your extension number.

Setting Up Your Voicemail

From your campus phone

Step 1 Press the messages  button on your phone and follow the voice instructions.

Step 2 Listen to the menu and follow the voice instructions.

Remotely

Step 1 Dial 714-992-7750.


Step 2 Press the * (asterisk) button when Unity answers.

Step 3 Enter the ID (your extension number), then press # (pound sign) button.

Step 4 Listen to the menu and follow the voice instructions.

Accessing Your Voicemail

From your campus phone

Step 1 Press the messages  button on your phone and follow the voice instructions

Step 2 The red light on your handset lights when you have a voicemail message. The LCD also displays a text message indicating the number of voicemail messages in your inbox.

Remotely

Step 1 Dial 714-992-7750.

Step 2 Press the * (asterisk) button when Unity answers.

Step 3 Enter your ID (your extension number) then press # (pound sign) button

Step 4 Listen to the menu and follow the voice instructions.

Record a Greeting

Step 1 Log on to Cisco Unity.

Step 2 Press 4> 1> 1

Step 3 After Cisco Unity plays your current greeting, press 1 to rerecord it

Or

Press 3 to record a different greeting. Choose the greeting, and then rerecord it.

Use these keys as you record:

Key	Task	Key	Task
8	Pause or resume	#	End recording

Use these Keys anytime:

Key	Task	Key	Task
*	Cancel or back up	#	Skip or move ahead

Check Messages

* Note: Old messages are not deleted automatically. Delete unwanted messages frequently to save space.

Step 1 Log on to Cisco Unity.

Step 2 Press 1 to hear new messages

Or

Press 3 to review old messages.

Step 3 Use the following keys to manage your messages and control playback:

Key	Task	Key	Task
1	Restart message	6	Fast playback
2	Save	7	Rewind, small
3	Delete	8	Pause or resume
4	Slow playback	9	Fast-forward to end
5	Change volume		