

California State University, San Bernardino

UNITY VOICE MAIL REFERENCE GUIDE

TO INITIALIZE MAILBOX

Press **Messages** key
Enter **5371234** and press #

RECORD NAME

- At tone, say your name, press #
- To erase and re-record, press 1
- To accept, press #

RECORD GREETING

- At tone, record greeting, press #
- To record, press 1
- To accept, press #

CHANGE PASSWORD

To change your 6 digit password:

- Enter new 6 digit password, press #
- Repeat new password, press #

NOTE: THIS PROCESS TAKES ~2 ½ MINUTES.

LOG ON TO VOICE MAIL FROM OUTSIDE

- Dial voicemail pilot number 537-7900
- Press *
- Enter ID (your extension number), press #
- Enter password

SHORTCUTS

- To reverse, press *
- To skip or move ahead, press #

LISTENING TO MESSAGES

- Log on to voicemail
- To hear new messages, press 1
- To review old messages, press 3

While listening to current message:

- To repeat message, press 1
- To save message, press 2
- To delete message, press 3
- To slow down message, press 4
- To change volume, press 5
- To speed up message, press 6
- To backup in current message, press 7
- To pause or resume after pause, press 8
- To fast-forward to end, press 9

After hearing current message:

- To repeat message, press 1
- To save message, press 2
- To delete message, press 3
- To reply to message, press 4
- To forward message, press 5
- To mark "reply as new message", press 6
- To reverse, press 7

RECORDING MESSAGES

To send a message without ringing a person's telephone:

- Log on to voicemail
- Press 2
- Address the message
- To add another name or list, press 1

To record the message:

- To record the message, press #
- To end recording, press #
- For message options, press 1 or
- To send message, press #

Message options:

- To review message, press 4
- To change recording, press 2
- To set special delivery, press 3
- To change addressing, press 1

To send a message with a delivery option:

- Press "1" to mark urgent
- Press "2" for receipt acknowledgment
- Press "3" to mark private
- Press "4" mark for future delivery

PERSONAL SETTINGS

To change password:

- Log on to voicemail
- Press 4 3 1
- Enter new password, press #
- Enter password again to confirm, press #

To change greeting:

- Log on to voicemail
- Press 4 1 1
- To re-record greeting, press 1
- To end recording, press #

To change recorded name:

- Log on to voicemail
- Press 4 3 2