UNITY VOICE MAIL INSTRUCTIONS

- Full-time Faculty, to set-up and access voice mail:
    a. **From your personal phone, press "messages" and enter your password plus #. (Initially, all passwords are "134679".)**
    b. **From a Cisco phone other than yours, press" messages", press *, enter your ID, (4-digit extension number), plus #, then enter your password plus #.**
    c. **From off-campus, call 384-4398, press *, enter your extension number plus #, then enter your password plus #.**
    d. **On your initial call, be prepared to personalize your voice mailbox with your recorded name, greeting and a new password. **During set-up, follow all voice prompts until you have heard "you have finished enrollment"**.**

All VOICE MAIL ACCOUNTS NOT SET-UP WITHIN 30 DAYS ARE SCHEDULED FOR DELETION AND ANY USER REQUIRING A VOICE MAIL ACCOUNT WILL HAVE TO RE-SUBMITT A NEW USER APPLICATION.

SBVC STAFF VOICE MAIL SET-UP AND DIRECTIONS

VOICE MAIL SETUP
1. Press Messages button
2. Enter default password of 134679
3. Follow voice prompts to customize mailbox

REMOTE ACCESS
1. Dial (909) 384-4398, After Unity Messaging System answers, press *
2. Enter your 4 digit extension number followed by a # and your password followed by a #.

TO CHECK MESSAGES
1. Call Unity and log on
2. Press 1 to hear new messages or
3. **Press 3 to hear old messages.**

While listening to a message you have the following options:
   1 Restart message
   2 Save
   3 Delete
   5 Change volume
   7 Rewind, small
   8 Pause or resume
   9 Fast-forward to end

After listening to a message:
   1 Replay
   2 Save
   3 Delete
   4 Reply
   5 Forward message
   6 Save as unheard
   7 Rewind, small
   9 Play message summary

Use These Keys Anytime:
   * Cancel or backup
   # Skip or move ahead

TO SEND A VOICE MESSAGE
1. Call Unity and log on
2. Press 2
3. Address the Message
note: *to address by extension press ##*

Press # to send message or
Press 1 for message options

REPLY TO A MESSAGE
1. After listening to the message, press 4
2. Record your reply
3. Press #
(or)
Press 1 for message options

TO FORWARD A MESSAGE
1. After listening to the message, press 5
2. Address the message
   note: *to address by extension press ##*
3. Press # to forward the message unchanged
   (or)
   Press 2 to record an introduction
   (or)
   Press 3 for message options
4. Press # to forward the message

Change Personal Settings

TO CHANGE YOUR RECORDED NAME
1. Call Unity and log on
2. Press4~3>2
3. At the tone, record your name

TO CHANGE YOUR PASSWORD
1. Call Unity and log on
2. Press4>3>1
   Enter new password
   Enter new password again to confirm it and press #

TO RECORD A GREE11NG
1. Call Unity and log on
2. Press4>1>1
3. After Unity play current greeting, press 1 to record
(or)
Press 3 to record a different greeting

TO ACCESS VOICEMAIL FROM ANOTHER EXTENSION
1. Dial extension 4398
2. After Unity Messaging System answers, press *
3. Enter your 4 digit extension number followed by the # and your password followed by a #.

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