Unity Voicemail Quick Reference Guide

Setting Up Your New Voicemail

1. Dial 80055 or press on your phone
2. Enter security code: 1234
3. You will be guided through the setup process.

Record Name
1. Record your name only e.g. Mary Smith.
2. At the tone say your name and then press #
3. Your name recording will be played back to you
4. If you are happy with your name recording press # to continue, if not record your new name greeting at the tone.
5. Your message will be saved after pressing #.

Record Personal Greeting (standard greeting)
Record your personal greeting; e.g. “Hello, you have reached the voicemail box for Mary Smith, please leave a message after the tone”
1. To use your name recording as your personal greeting press #
2. To record a personal greeting press 1
3. Your personal greeting will be played back to you
4. If you are happy with your personal greeting press # to continue, if not press 1 to record your new personal greeting
5. Your message will be saved after pressing #

Change your Security Code
1. Enter a new security code followed #
2. To confirm, enter your new security code again followed by #

Accessing Messages

From Your Deskphone

1. Dial 80055 or press
2. Enter your security code and press #
3. Follow prompts to repeat, save, discard, mark as new, skip back, reply or forward message.
4. Press* to exit or hang up

Access your mailbox from another extension (on campus)
1. Dial 80055
2. You will be prompted to enter your security code instead press *
3. Enter your extension number as your User ID
4. Then enter your security PIN when prompted
5. Proceed as normal

Transfer call directly to Voicemail
1. Transfer * Ext# Transfer