

## 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 800555 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 800555
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