Cisco Voice Mail Instructions
for
Greeting Only

Unity Voice Mail System phone number-----------------------------972-377-1040

**First–Time Log-in from your phone**

On Campus Dialing: Call the voice mail access number **1040** or **Press** the Messages button.

Then you will be asked to enter a password. The default password is 13579.

Off Campus Dialing: Call the voice mail system phone number **972-377-1040**

When Attendant answers, **Press** * + your ID. *(example: *8888)*

*(The ID number is your assigned voice mail box number.)*

Then you will be asked to enter a password. The default password is 13579.

**Initial Mailbox Enrollment Tutorial**

Then logging in the first time, you will be prompted to record your name.

When prompted, speak your first and last name and then **Press** #.

If you like the recording, **Press** # to keep it. If you want to re-record your name, follow the prompts to record again.

You will next be asked to record a greeting by **Pressing** 1.

At the prompt, record a greeting that tells callers whom they have reached and provide a message or an alternate contact number if desired. Remember to end the greeting with “Thanks for calling and have a good day” or any ending or voice mail system will “Hang Up” after the message. You have to give closure at the end of the Greeting. **Press** # when you are done. If you want to re-record your greeting, follow the prompts to record again.

You will next be asked to change your password.

Think of a new password that is 3 to 6 digits, non-repetitive and non-consecutive. At the prompt enter the password and #.

Listen for confirmation before hanging up.

**Logging into your voice mail from a phone on campus that is not your own. (After initial tutorial)**

Enter the voice mail access number **1040**.

**Press** * + your ID.

When prompted for your password, enter your password followed by #.

**Logging into voice mail from an off-campus phone (After initial tutorial)**

Enter the voice mail system phone number **972-377-1040**.

**Press** * + your ID.

When prompted for your password, enter your password followed by #.

**To record a greeting**
You can record only your Standard, and Alternate greetings by phone. Log on to voice mail and Press 411. After voice mail plays your current greeting, Press 1 to record it. Press 3 to record a different greeting, choose the greeting, and then record it. You can use these keys as you record:
- 8 – pause or resume
- # - end recording
- * - cancel or backup

**To enable or disable a greeting**
You can enable or disable your alternate greeting by phone. When your alternate greeting is enable, it overrides all other greeting. Log into your voice mail box and Press 411. After voice mail plays your current greeting, Press 2 to enable or disable your alternate greeting.

**To Call Forward your phone to go directly to voice mail**
Press Call Forward soft key and enter 1040. To cancel, press Call Forward.

**Cisco Voice Mail Quick Reference Guide**

Setup Options-------------------------Press 4
Change Greeting---------------------Press 1
Change Personal Settings----------Press 3
  Password------------------------Press 1
  Recorded Name-------------------Press 2