CISCO UNITY VOICE MAIL

SETTING UP YOUR VOICE MAIL, enrolling/initializing your mailbox
You will be asked to Initialize/Enroll your mailbox the first time you access voice mail.

Enrolling includes recording your name, recording a greeting, and changing your password.

Your temporary password is 12345. Your new password must be 4-15 digits in length.

To access voice mail from your phone:
1. Press MESSAGES button or dial voice mail extension 6996.

2. Enter your password followed by the # key when prompted.

3. Press 1 to listen to new messages, 2 to send a message, 3 to review old messages, or 4 for SETUP options.

note: to access a different mailbox, press * when prompted for password.

To access voice mail when away from the office:
1. Dial 406-447-
6996

2. When voice mail answers, press * key.

3. Enter your 4 digit mailbox I.D. (Your extension) number followed by the # key.

4. Enter your password followed by the # key.

While listening to messages:
Press 1 to restart message, 2 to save, 3 to delete, 7 to reverse, 8 to pause, or # to skip.

After a message:
Press 2 to save, Press 3 to delete, 4 to reply to internal user, 5 to forward message, 6 to mark as new,

7 to reverse, 9 to hear summary, or # to skip.

Sending messages to other subscribers
1. Enter your own mailbox.

2. Press 2.

3. Enter extension or name, then press #. Pressing # # allows you to switch between

name and number addressing.

4. Press # to record message.

5. Press 1 for mailbox options, or # to send.

To rerecord greeting:
1. Enter mailbox, press 4 for Setup options, press 1 for Greetings, then press 1 to Change Greetings.

To rerecord
Name:
1. Enter mailbox, press 4 for Setup options, press 3 for Personal Settings, then press 2 to Change Name.

To change your password:

1. Enter mailbox, press 4 for Setup options, press 3 for Personal Settings, then press 1 to Change Password.

To transfer caller directly to Voice mail:

1. Press the Transf soft key (transfer).
2. Press * #

3. Dial the 4 digit extension number, *QUICKLY* press the Transf button.

Helpful keys:

* = backup, exit   0 = help

\# = to bypass a greeting