

Cisco Unity - Setting Up Your Voicemail

Please note: ALL new accounts will have to be set up from scratch using the following instructions:

1. Press the “messages” button (looks like a cassette tape)
2. Enter in the default password – “12345” followed by “#”.
3. After password is entered, the enrollment process will start. Please listen to all instructions and record only what is asked.
 - a. When asked to record your name, please be sure to record just your first and last name. For the main campus line, please record the campus name only.
 - b. After recording the name, the next step will allow you to record a greeting. Most users will accept the default and move on to finish enrollment (keeping in mind that you can always go back in and record the greeting).
 - c. The next step will allow you to enter in your password.
 - d. Listing in the Directory, leave as default.

Description of the options when in voicemail.

Unity Voicemail - Menu Tree - Settings

To modify or change Unity settings: Option 4 (Setup Options)

- 1. Greetings
- 2. Message Settings
- 3. Preferences
- 4. Transfer Settings
- 0. Help
- *. Exit

How can I check my voicemail when I'm out of the district or away from desk phone?

When calling from a phone other than your own inside the district, dial 80002

When calling from a phone outside the district, dial 512-398-0002

In either case, voicemail will prompt you to enter your ID (which is your 5 digit extension) and your password to retrieve your voicemail.

