

Cisco Unity Voicemail system provides integration with our email system. All voicemail messages will be delivered to your email inbox as an audio attachment, allowing you to listen to them from your email inbox.

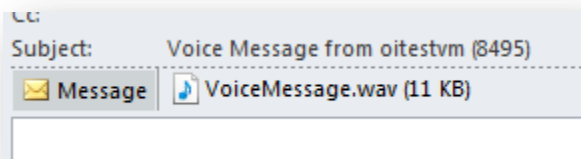
## Setup:

1. From the phone, click on the **Message** button.
2. Enter the temporary voicemail password: **0000#**
3. Enter a recorded name (First and Last name) when prompted.
4. Optional: Record a longer message, Personal Greeting.  
This will replace the recorded name prompt.
5. Enter a new password (required to access your voicemail) when prompted.



## Access Voicemail:

- 1) From the phone, press the **Message** button on the phone and listen to the voicemail message.
- 2) From your inbox, the voicemail message will appear in your e-mail as a wave audio file. Double click on the wav file to play the voicemail message.



**\*Note:** The indicator light on the phone will turn off once you have listened to the voicemail message. The message shows up as a read message on the phone.

## How to reset your voicemail password:

- 1) From the phone, press the **Message** Button and enter your existing password followed by #.
- 2) Press **4** (Setup)
- 3) Press **3** (Personal Settings)
- 4) Press **1** (Change Password)
- 5) Enter a **new password** followed by # (Note: The password needs to be at *least 3 characters* long)
- 6) **Re-enter** a new password followed by #.
- 7) Hang up to exit

## How to setup your alternative greeting:

### Record the Alternate Greeting:

- 1) From the phone, press the **Message** Button and enter in your existing password followed by **#**.
- 2) Press **4** (Setup)
- 3) Press **1** (Greetings)
- 4) Press **3** (Edit Greeting)
- 5) Press **3** (Re-record alternate greeting)
- 6) Press **1** (Re-record greeting), then press **#**
- 7) Hang up the phone

### Set the Alternate Greeting:

- 1) From the phone, press the **Message** Button and type in your existing password followed by **#**.
- 2) Press **4** (Setup)
- 3) Press **1** (Greetings)
- 4) Press **2** (Turn on alternate greeting)
- 5) Press **1** (Set end date), otherwise **2** (Definite message)
- 6) Hang up the phone

### To turn off alternate greeting:

- 1) Press **4** (Setup)
- 2) Press **1** (Greetings)
- 3) Press **2** (For Alternative)
- 4) Hang up the phone