

## SETTING UP YOUR VOICEMAIL BOX

Press **Messages Key**

Enter the **Default Password 12345#**

Follow the prompts to:

**Record first and last name** (press # to end recording)

**Record greeting** or choose standard greeting (press # to end recording)

Enter your **New Password** (must be 4-10 digits)



Set up is complete when voicemail announces:

*"Your Voice Mail Box is now set-up"*

## ACCESSING VOICEMAIL

### From Your Own Extension

Press **Messages Key**

Enter password when prompted

### From Another Extension

Press **Messages Key**

Press \* when voicemail answers

Enter ID (Extension Number) when prompted

Enter password when prompted

### From Off-Site

Dial the VM Pilot Number 692-1390

Press \* when voicemail answers

Enter ID (Extension Number) when prompted

Enter password when prompted

## MAIN MENU

1 - Check New Message

2 - Leave New Message

3 - Review Old Message

4 - Change Setup Options

## RETURN TO MENU & EXIT VOICEMAIL

0 - Conversation Help

\* - Cancel action or back up a menu

# - Skip or move ahead

\*\*\* - To Exit Voicemail and Immediately Disconnect

## DIRECT TRANSFER TO VOICEMAIL

With call in progress, press **Transfer** soft key, Dial \* followed by the **Extension Number**. Press **Transfer** soft key to complete transfer.

**Be sure to press the second Transfer quickly to release the call.**

## MESSAGE REVIEW

*(While message is playing)*

1 - Repeats Entire Message

2 - Save Message

3 - Delete Message

4 - Slow Down Message Playback Speed

5 - Change Playback Volume

6 - Speed Up Message Playback (3 Sec)

7 - Back up during Message (3 Sec)

8 - Pauses Message Playback *Press Again to Resume*

9 - Fast Forward Message

# - Skip to end of Message

*(After message plays)*

1 - Repeats Entire Message

2 - Save Message

3 - Delete Message

4 - Reply to Message

5 - Forward Message

6 - Save Message as New

7 - Skip Back

9 - Hear Message Summary (Gives you time & date)

## SENDING MESSAGES

Access Voicemail by pressing **Message Key**

Press **2** to Send a Message

Follow prompts to address message (Press 1 after addressing to enter additional mailboxes)

Press # Record Message

Press # to end recording

Press **1** for Delivery Options, then press **3** to mark message for:

1 - Urgent

2 - Return Receipt

3 - Private

4 - Future Delivery

## SENDING A QUICK MESSAGE:

Dial \* followed by **Extension Number**



You can use this option from any phone, however you will not be able to mark the message or send it to more than 1 person at a time.

## SHORTCUTS

To utilize shortcuts, access **Voice Mail** by pressing **Messages Key**, then enter **password** and follow shortcuts below, then follow the prompts.

*While listening to the Main Menu*

Keys	Task
41	Change greetings
412	Turn on/off alternate greeting
421	Change message notification
422	Change fax delivery
423	Choose full or brief menus
431	Change phone password
432	Change recorded name
44	Change call transfer

## Viewmail



Voicemail messages will be sent to your Outlook Inbox as a Wave File attachment

Click message to open, then use the play bar to play message



Messages deleted from the Inbox in Outlook cannot be retrieved through the phone. Messages deleted through the phone will be deleted from your Inbox

Moving message from the Inbox to another folder will remove the message from the phone



Deleting messages from the Inbox in Outlook will extinguish the Message Waiting Light on the phone

Notes:

Notes:



*UH JABSOM*

Cisco Unity Voice Mail User Guide



*ENVISION NETWORKED SOLUTIONS*

*JABSOM HELP DESK*

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