

CREATE PRIVATE LISTS

After logging on to UNITY Mail:

Press **4-2-4**

Press **1** to hear your Private List

Press **2** to change the names on a Private List

The system will prompt you to choose a list number from 1 to 20.

After choosing a list number, you will hear a prompt to enter the extensions you want to add to your list.

Press **1** to add a name

Press **2** to hear current names

Press **3** to remove a name

Press **##** to switch between spelling mode and number mode

SEND MESSAGES TO A PRIVATE LIST

After logging on to UNITY Mail:

Press **2**

Switch to number mode if in spelling mode, by pressing **# twice**

Enter number of private list (1 - 20)

Press **#** to record the message, *or*

Press **1** to add another name or list

Press **#** to send message, *or*

Press **1** for message options

USE THESE KEYS:

ANYTIME

- * = Cancel/backup
- # = Skip or Move Ahead

DURING MESSAGE SUMMARY

- 1 = Play Message
- 2 = Send Message
- 3 = Review saved messages
- 4 = Setup options
- 0 = Help
- # = Restart Summary

DURING MESSAGE

- 1 = Restart Message
- 2 = Save
- 3 = Delete
- 5 = Change Volume**
- 7 = Rewind
- 8 = Pause/Resume
- 9 = Fast-forward
- # = Fast-forward to end
- ## = Save as New

AFTER MESSAGE

- 1 = Replay Message
- 2 = Save
- 3 = Delete
- 4 = Reply
- 44 = Live Reply
- 5 = Forward Message
- 6 = Save as New
- 7 = Rewind
- 9 = Play Message Summary

*Available on some phone systems



SUNY Maritime College

6 Pennyfield Ave

Throgs Neck, NY 10465

718.409.7200

Cisco Unity
User Guide

718-409-2345

Access Telephone Number

ID / Mailbox Number

VOICE MESSAGING BASICS

You may interact with your Voice Messaging Service from any Touch-Tone™ telephone. You can receive messages 24 hours a day, 7 days a week.

LOGGING IN:

Using a TouchTone™ telephone:

From Inside the System:
Press the MESSAGE key or
Dial **x 2345**

From Outside of the System:
Dial **718-409-2345**

If you are logging into the system for the first time from your telephone, when you hear "enter your password," use the default password **12345#**

If you are dialing into the system from an outside location:

You will hear the system's welcome message
Press the * key
You will be prompted to "enter your ID"
Dial your 4-digit extension number
Press the # key
You are prompted to "enter your password"
Dial your password
Press the # key

You may choose to personalize your voice messaging settings using the system prompts and the following instructions. The setup prompts you hear (outlined below) during your first session will NOT be heard in subsequent sessions.

RECORD YOUR NAME:

Follow the prompts to record your first and last name
Press the # key to end your recording

RECORD YOUR GREETING:

Follow the prompts to retain the standard greeting (the system plays it for you) or you may record your personal greeting that callers will hear.
Press the # key to end your recording

CHANGE YOUR DEFAULT PASSWORD:

Follow the prompts to enter a new password followed by the # key.
Your new password must be 3 – 10 digits long

SYSTEM DIRECTORY

Press 1 to change your listing status
Press # to complete enrollment & continue

SETUP OPTIONS

CHANGE PASSWORD:

After Logging into UNITY Mail:
Press **4-3-1**
Enter your new password
Press the # key
Re-enter new password
Press the # key

CHANGE RECORDED NAME:

After Logging into UNITY Mail:
Press **4-3-2**
To keep your current recorded name,
Press the * key

To change your recorded name:
(wait for tone)
Record your first and last name
To end the recording, press the # key

CHANGE GREETING:

After Logging into UNITY Mail:
Press **4-1-1**
Select the greeting type:
Press **1** Record this greeting
Press **2** Turn on/off alternate greeting
Press **3** Edit other greeting
(Standard, busy, alternate or internal)
Press **4** Hear all greetings
Follow prompts to record your greeting
Press the # key
Note: Press **1** to replay your recorded greeting

RETRIEVING YOUR MESSAGES:

After Logging into UNITY Mail, (See LOGGING IN)
The system will tell you how many new or saved messages are in your mailbox.

To listen to your new messages:
Press **1** and follow playback instructions

To send a message:
Press **2** and follow playback instructions

To listen to your old or saved messages:
Press **3** and follow playback instructions

SENDING MESSAGES:

You may record and send messages to other voice mail users.

After Logging into UNITY Mail:
Press **2**
Spell name of person *or*
Dial number of distribution list

To add additional names, press **1**
To stop adding names, press the * key

Note: If you know a system user's extension:
Press # key twice when prompted for name, then enter the 4-digit extension followed by the # key

To record the message, press the # key

To end the recording, press the # key

To hear Message Options, press **1**
Press **1** Change Address
Press **2** Change Recording
Press **3** Special Delivery
(Urgent, Return Receipt, Private, Future Delivery)
Press **4** Review Message
Press # To Send
Press * To Exit and Cancel