

## *AZNet II – Arizona Network*

### **Setting Up Your Cisco Unity Voice Mail**

**\*\*\* Please read before setting up your mailbox \*\*\***

You will be asked to setup (enroll) your mailbox the first time you access voice mail. Enrollment includes recording your name, recording a greeting, and changing the PIN/password. **Your temporary PIN is [25846].** Your new PIN must be at least 5 digits in length. **Note: Do Not Hang-up until you are finished with mailbox setup (enrollment). System will prompt:**

**“You have finished with enrollment. Hello, you have no new messages.”**

#### **To access voice mail from your phone:**

1. Press the **Messages** button (speaker is activated and you are automatically connected to voice mail) or Lift handset then press **Messages** button.
2. Enter PIN followed by the [ # ] key when prompted. **Remember to use temporary PIN for first time setup.**

#### **To access voice mail when off site:**

1. Dial **(602) xxx-xxxx (your personal telephone number)**
2. When voice mail answers, press [ \* ] key.
3. Enter your ten (10) digit mailbox I.D (your personal telephone number (602-xxx-xxx), followed by # key.
4. Enter your PIN (password you created) followed by the # key.

#### **At the main menu:**

Press **1**, to listen to new messages.  
Press **2**, to send a message.  
Press **3**, to review old messages.

Press **4**, for setup options.  
Press **\***, to EXIT.  
Press **0**, for HELP

#### **While listening to a message (During message playback):**

Press **1**, to Repeat message  
Press **2**, to Save  
Press **3**, to Delete  
Press **4**, Slower playback

Press **5**, Change Volume  
Press **6**, Fast Playback  
Press **7**, Rewind message  
Press **8**, Pause/Resume

Press **9**, Fast forward  
Press **#**, Fast-forward to end  
Press **##**, Skip message, save as is

#### **After listening to a message (End of message):**

Press **1**, Repeat message  
Press **2**, to Save  
Press **3**, to Delete

Press **4**, Reply  
Press **5**, Forward message  
Press **6**, Mark as new

Press **7**, To skip back  
Press **9**, Message Properties  
Press **0**, for Help

#### **Sending messages to other subscribers:**

1. Log into your mailbox.
2. At the main menu, press **2** to send a message.
3. Record your message at the tone, then press **#**.
4. Spell the name of a person or distribution list, then press **#**.  
**Pressing ## allows you to switch between “spelling” and “number entry”**
5. Press **1** for message options, or **#** to send.

#### **To transfer a caller directly to Voice mail:**

1. Answer incoming call.
2. Press [**Transfer**] soft key.
3. Dial **# + your 10-Digit number.. Example(#602xxxxxxx)**
4. When Voice Mail answers
5. Press [**Transfer**] soft key and hang up.

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### **Other Shortcuts from Main Menu:**

#### **To rerecord greeting (4-1-1):**

Press **4** for Setup options, Press **1** for Greetings, Press **1** to change greetings.

#### **To rerecord Name (4-3-2):**

Press **4** for Setup options, Press **3** personal settings, Press **2** to change name.

#### **To change your password (4-3-1):**

Press **4** for Setup options, Press **3** for Personal settings, Press **1** to change password.

### **Additional Mailbox Setup Options:**

At the main menu, press **4** for Setup Options

Press **1**, for Greetings

Press **1**, to rerecord this greeting

Press **2**, to turn on alternate greeting

Press **3**, to edit other greetings

Press **4**, to play all your greetings

Press **3**, for Preferences

Press **1**, to change PIN (which is your Voice Mail Password)

Press **2**, to change recorded name

Press **3**, to change directory listing

Press **2**, for Message Settings

Press **1**, to change message notification

Press **3**, to change the menu style (Full or Brief)

Press **4**, to edit private lists

Press **4**, for Transfer Settings

Press **1**, to change your standard transfer rule

Press **2**, to change your alternate transfer rule

Press **3**, to change your closed transfer rule

**The system will save deleted messages for 1 day. After the 2<sup>nd</sup> day the message will be permanently deleted.**