

Utilizing Voicemail

Initializing your mailbox

- To Set Up Your New Mailbox
 - Press the MESSAGES key
 - Enter the temporary password 159357
 - You will hear “Welcome to unity”. Unity’s tutorial will play until you successfully complete the mailbox setup.
- To record your name
 - At the tone, “Say your first and last name”
 - Press #
 - If you like the recording, press # to accept
- To Record Your Standard Greeting
 - When prompted, press 1
 - At the tone, “Record Your Greeting”
 - Press # - note to erase and re-record, press 1
 - To accept, press #
- To create your password
 - Enter your new password – at least 4 characters
 - Enter the new password again
- To exit mailbox set-up
 - Wait until Cisco Voice Mail will say: “You have finished enrollment”



Messages

Accessing Voice Mail

- From your own extension
 - Press the MESSAGES key
 - Enter your password then press #
 - - If you have multiple lines, press the line button before the message key
- From another extension
 - Press the MESSAGES key
 - Press *
 - Enter your 10 digit extension number then press #
 - Enter your password then press #
- Calling from outside of district
 - Call 281-517-6000
 - System will prompt to enter your 10 digit extension number then press #
 - Enter your password then press #

Shortcut

- Press # to bypass a user’s greeting

While Listening to the Current Messages, press

- 1 to repeat the message
- 2 to Save the message
- 3 to delete the message
- 4 to slow the message
- 5 to change the volume
- 6 to speed up the message
- 7 to backup (7 seconds) the message
- 8 to pause or to resume after a pause
- 9 to Fast-Forward (7 seconds) in the current message

After hearing the current message, press

- 4 to reply to the message
- 5 to forward the message
- 6 to Mark as a New message
- 7 to Reverse
- 8 to send an E-mail or Fax
- 9 to hear summary

Modify personal settings and greetings

- To Change Your Password
 - Log on to voicemail
 - Press 4 3 1
 - Enter new password
 - Press #
 - Enter new password again to confirm
 - Press #
- To Change your greeting
 - Log on to voicemail
 - Press 4 1 1
 - Listen to current greeting
 - Press 1 to re-record your current greeting
 - Press # to end recording
- To change your recorded name
 - Log on to voicemail
 - Press 4 3 2
 - At the tone, “Record your name”