



Unity Voice Mail

INITIALIZING YOUR VOICE MAILBOX

You can setup your voicemail from any phone. Use the following instructions.

1. Press the **Messages** button or dial **512-223-1790** from an outside line (this is the external voicemail number and can only be called from an outside phone ... i.e. cell or home phone)
 - If you are setting up your voicemail at your IP phone skip to number 2.
 - If you are setting up your voicemail from another IP phone or calling the external voicemail number press “*” when the system answers and enter your ID (this is your extension number).
2. Enter your password. The default password is **159357**.
3. Follow the prompts to set up your voicemail:
 - Record Name for Company Directory.
 - Press # to accept.
 - Record Greeting.
Example: “You have reached the office of _____. I am currently unavailable to take your call. Please leave your name and number, and I will return your call as soon as possible. Thank you.”
 - Press **1** to rerecord or # to accept.
 - Change your password.
 - Enter new password. Your password must be at least 4 digits.
 - Enter again to confirm.
4. Listen carefully and continue through the setup process until you are prompted that voicemail enrollment is complete. If you do not hear the prompt that voicemail enrollment is complete, you have not finished the setup process and will not receive voicemails until you do so.

Voice mail is now set up!