

Transferring a caller directly to a Voice Mailbox:

- a. With the caller on line, press the Transfer button or softkey.
- b. Press * + **extension/voice mailbox number** ie. *6392
- c. Press Transfer softkey button

Directly calling a Voice Mailbox:

- a. Press * + **extension/voice mailbox number**.
- b. Record message.

Forwarding a saved message:

(selection 5 when listening to saved messages)

- a. From the saved message selection press 5
- b. You will have the option to add a comment to the message you are forwarding then press #, or just press # to bypass
- c. Enter in the extension you are forwarding to, press #
(If you don't know the ext, you may press ##, then spell out the persons name)
- d. To approve the extension and proceed press #
- e. To complete press #
- f. You will have the option to keep the saved message (press 2) or delete (press 3)

Setting "Out of Office" Alternate Greeting:

- a. Login to voice mail
- b. Press **4** for Setup Options.
- c. Press **1** to change your greetings.
- d. Press **2** to edit Alternate greeting.
- e. Press **1** to set end date and time.
- f. Listen to Alternate greeting.
- g. To re-record, Press **1**.
- h. To turn off Alternate greeting, Press **2**.



CISCO UNITY VOICE MAIL QUICK REFERENCE USER GUIDE

First Time Enrollment

- a. Enter default password: **12345**
- b. Record your first and last name only.
- c. Record your standard greeting.
- d. Set your new password.

Note: You will be prompted for each step of the process, make sure you follow instructions all the way to the end and are told the setup is completed.

Logging Into Voice Mail:

From your phone:

- a. Press the **messages** button or dial **voice mail ext. 3700**
- b. Enter your **password**, then **#**

From another IP Phone within the district:

- a. Dial **voice mail ext. 3701**
- b. When prompted for your ID, enter your **voice mail ext.**, then **#**
- c. Enter your **password**, then **#**

Checking voice mail from outside the office:

Dial your direct number or the voice mail system at **831-477-3700**

- a. When voice mail answers, press *** or**
- b. When prompted for your ID, enter your **voice mail extension**, then **#**
- c. Enter your **password**, then **#**

Once you have signed into voicemail you will hear the following four prompts.
 If there are no new messages, the prompts will begin with
 "To send a message, press 2." *At anytime you may press '0' for Help.*

New Messages:	1	0 = HELP
Send A Message:	2	
Old Messages:	3	
Setup Options:	4	

Playing New **1** or Old Messages **3** :

While listening to New or Old Msgs.:

- 1** Restart Message
- 2** Save
- 3** Delete
- 4** Slow Down
- 5** Volume Up/Down
- 6** Speed Up
- 7** Rewind
- 8** Pause/Continue
- 9** Fast Forward
- *** Exit
- 0** Help
- #** Skip to end of message

After listening to New or Old Messages:

- 1** Replay Message
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward (detailed instructions back)
- 6** Save as New
- 7** Rewind
- 9** Date & Time Stamp
- *** Exit
- 0** Help
- #** Skip to next message

Send A Message **2**

- Address to message recipient.
- **# #** - switch between addressing by extension number or name.
- Press **#** to Record message.
- Options after recording:

— Send Message or ***** to cancel.

3 More Options	1 Change Recipients	1 Add name	2 Hear all names	3 Remove names
2 Review Recording	1 Listen	2 Save	3 Re-record	4 Add
3 Special Delivery	1 Urgent	2 Return Receipt	3 Private	4 Future Delivery
4 Review Message				

Setup Options **4**

1 Greetings	1 Re-record greeting	2 *Switch greetings	3 Edit other greetings	4 Hear all greetings	*Switch between your Standard & Alternate greeting.
2 Message Settings	1 Message Notification	3 Full /Brief Menus	4 Private Lists - 20 lists/user Refer to back page of this user guide for setup instructions. If your list contains more than 25 members, please contact the IT Dept.		
3 Personal Settings	1 Password	2 Re-record Name	3 Directory Listing		