

Enter Voicemail from your phone
 ↓
 Press your line button followed by the Messages button

Enter your Password followed by #

Enter Voicemail from any other phone
 ↓
 Press the Messages button, followed by the * key

Enter your Password followed by #

Dial into your voicemail box, wait for your greeting
 ↓
 Enter your extension followed by #

Enter your Password followed by #

METRONOME
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Cisco Unity Voicemail Option Tree

For help anytime while using the Voice Mail system, press 0
 To return to the previous menu, press the * key

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During Playback

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Slow down
- 5 Change volume
- 6 Speed Up
- 7 Rewind
- 8 Pause
- 9 Fast Forward
- 0 Help
- # Skip to end
- * Exit

Enter User Ext #

- # Record Message
- # End Recording
- 1 Message Options
- 1 Address
- 2 Recording
- 3 Special Delivery
- 4 Review
- # Send As Is
- * Cancel/Return to Main Menu

Send Message #

- 1 Listen
- 2 Save
- 3 Re-record
- 4 Add
- # Send As Is
- * Message Options
- 1 Urgent
- 2 Return Receipt
- 3 Private
- 4 Future Delivery
- # Send As Is
- * Exit

Old Messages

- 1 Saved Message
- 2 Delete items in Deleted Items Folder

Setup

- 1 Greeting
- 2 Message Settings
- 3 Personal Settings
- 4 Transfer Settings
- 0 Help
- * Exit

Message Notification

- 1 Menu Style
- 3 Private Lists
- 4 Help
- 0 Exit
- * Exit

Full Menu

- 1 Add a Name
- 0 Hear Current Names
- * Remove a name
- 1 Re-record the list name
- 0 Help

Hear List

- 1 Change Names
- 2 Help
- 0 Exit
- * Exit

Choose a list 1 - 20

- * Exit

After Listening

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Reply (w/o original message attached)
- 5 Forward message
- 6 Mark message as new
- 7 Skip back
- 9 Message Properties
- 0 Help
- # Save message and jump to next message
- * Return to previous menu

Your initial voice mail password is 12345.

Voicemail Instructions

CISCO Unity Voicemail System

How to setup your voicemail in the Cisco Unity Voicemail system?

1. Press the Messages button on your phone or dial the ELAC's main number 323-265-8650 then your voicemail box number if you are off-campus.
2. Your initial password is 12345.
3. After you login, it will ask you to start the self-enrollment process. It will ask you to change your greeting and password.
4. You will be able to retrieve your voicemail after you finished the self-enrollment process.

How to retrieve your voicemail on-campus?

1. Press the Messages button on your phone.
2. Enter your password followed by #.
3. Press 1 to listen to your new messages.

How to retrieve your voicemail in the Cisco Unity Voicemail system off-campus?

4. Dial the ELAC's main number 323-265-8650 then your voicemail box number.
5. Press * when you hear the voicemail greeting.
6. Enter your voicemail box number (ID) then #.
7. Enter your password then #.
8. Press 2 to listen to your messages.

How to retrieve your voicemail on your email (Outlook or Webmail)?

1. Your voicemail messages will appear as an email with attachment.
2. The sender may appear as "Unity_Unity-E7" or the name of the sender and subject line "Message from Sender name (extension number)".
3. Open the email message and double-click the attachment VoiceMessage.wav. You will be able to listen to the attachment with any regular music player installed in your computer. For example, Windows Media Player or Quicktime.

MITEL Voicemail System

How to retrieve your old voicemail in the Mitel Voicemail system?

1. Dial the ELAC's main number 323-265-8650 then press 5556.
2. Wait for the greeting "Please enter your mailbox number?" before you enter your mailbox number.
3. Enter your security code.