Dartmouth Unity Voice Mail User Guide

**Access Your Voice Mail**

From On Campus Phone

* Press the messages key, then enter your password as prompted

From a Campus Phone Other Than Yours

* Dial 6-1000. You will be prompted for your ID (your 5 digit extension), then your password

From Off Campus

* Dial 646-1000. When answered, you will be prompted for your ID (your 5 digit extension) then password

Change the Recording of Your Name

* Press the messages button and login; Dial 6-1000; off-campus 646-1000
* Press 4 – 3 – 2
* At the tone, record your name or press \* to keep current recording

Change Your Recorded Greeting

* Press the messages button and login; Dial 6-1000; off-campus 646-1000
* Press 4 – 1 – 1
* Press 1 to rerecord it
* Press 2 to enable or disable your alternate greeting
* Press 3 to record a different greeting, choose the greeting, then rerecord it

Change Your Password

* Hit the messages button and login; Dial 6-1000; off-campus 646-1000
* Press 4 – 3 – 1
* Enter new password; enter new password again to confirm it and press #

Change Playback Speed

* While listening to a message, you can toggle among these speed settings
* Press 4 once to slow playback; Press 4 again for slower playback
* Press 6 once for fast playback; Press 6 again for faster playback

Adjust Playback Volume

* While listening to a message, you can toggle among volume settings to adjust the volume of that message
* Press 5 once increases the volume; Press 5 again decreases the volume; Press 5 again returns to normal

**Managing Your Voice Mail Messages**

Checking Messages

* Press the messages button and login; Dial 6-1000; off-campus 646-1000
* Either press 1 to hear new messages or 3 to hear old messages then press 1 to hear saved messages
* During a message press 5 to skip and forward; 9 to fast-forward to end
* Use these keys anytime: \* to exit; # to skip or move ahead; 0 for help

Replying to Messages

* After listening to the message, press 4
* Record the message, and use these keys as you record: 8 pause or resume; # end recording
* Press # to send the message or press 1 for message options. Then use the stated keys to select options
* Follow the Cisco Unity conversation to handle the original message

Forwarding Messages

* After listening to the message, press 5
* Follow the Cisco Unity conversation to address the forwarded message. To address the message to a private list, press ## to switch to number entry as necessary.
* Press 2 to record an introduction and use these keys as you record: 8 pause or resume; # end recording
* Press 3 for message options. Press # to forward the message as is
* Use the following keys to manage the original message and to control playback

**Deleting Messages from Your Phone**

* Dial 6-1000; off-campus 646-1000
* Press 1 to hear new messages or press 3 to review old messages
* During or after message playback, press 3 to delete the message