

## TO CHANGE YOUR PASSWORD

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Hit the **messages** button and  
login

Press **4 > 3 > 1**

Enter new password

Enter new password again to  
confirm it and press **#**

## ***Changing Greeting Settings***

## TO RECORD A GREETING

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Hit the **messages** button and  
login

Press **4 > 1 > 1**

After Unity plays the current  
greeting, press **1** to record a new  
greeting, or press **3** to record a  
different greeting.

Dartmouth

## **Unity Voice Mail User Guide**

UNITY Voice Mail Access Numbers

On-Campus: 61000

Off-Campus: (603)646-1000

Most current version of this Guide  
is available at:

[http://www.dartmouth.edu/comp/  
resources/network/telecom](http://www.dartmouth.edu/comp/resources/network/telecom)

## Voice Mail Setup

### On-Campus

Press **Messages** key or dial **61000**

Enter default password of **12345**

Follow voice prompts to customize mailbox: change recorded name, record greeting and change password.

### Off-Campus

Dial (603)646-1000

Press the \* key

Enter your 5 digit Extension

Press # Enter your password

## Main Menu

### Only when listening to the Main menu:

- 1 = Hear new messages
- 2 = Send messages
- 3 = Review old messages
- 4 = Change setup options
- 4-1-1 = Change greeting
- 4-1-2 = Turn on/off alternate greeting
- 4-2-3 = Choose full or brief menus
- 4-3-1 = Change Unity Password
- 4-3-2 = Change recorded Name

## Checking Messages

Hit the **messages** button and login

Press **1** to hear new messages, or

Press **3** to hear old messages

### During a Message

- 1 = Restart message
- 2 = Save
- 3 = Delete
- 5 = Skip & forward
- 7 = Rewind, small
- 9 = Fast-forward to end

### After a Message

- 1 = Repeat message
- 2 = Save message
- 3 = Delete message
- 4 = Reply to message
- 5 = Forward message
- 6 = Save as unheard
- 7 = Rewind, small

### Use These Key Anytime

- \* = Cancel or backup
- # = Skip or move ahead
- 0 = help

## Send Messages

Hit the **messages** button and login

Press **2**

Address the Message

*note: to address by extension*

*press ##*

Press # to send message

Press **1** for message options

## Reply to a Message

### REPLY TO A MESSAGE

After listening to the message press **4**

Record your reply

Press # (or)

Press **1** for message options

## Forward Message

### TO FORWARD A MESSAGE

After listening to the message press **5**

Address the message

*note: to address by extension*

*press ##*

Press # to forward the message unchanged, or

Press **2** to record an introduction, or

Press **3** for message options

Press # to forward the message

### TO CHANGE YOUR RECORDED NAME

Hit the **messages** button and login

Press **4 > 3 > 2**

At the tone, record your name & press #