


* Some features may not be available on your system
 ** Once you delete a message it is permanently removed from your mailbox

To Access the Voicemail System

From Your Own Phone:

- Press **Messages**  button
- Enter your password (**first-time access to set up the mailbox the password is 951753#**)
- Follow prompts

(The first time you call in to voicemail you will be guided through a tutorial to setup your mailbox. **Do not hang up** until you have completed all the steps.)

When Calling from Outside:

- Dial **818-364-7600**, hear greeting then;
- Dial *, enter your ID (extension) and #
- Enter your password and #

When calling from another LAMC phone, press **Messages** button (**first-time access to set up the mailbox, the password is 951753#**)

- Dial *, enter your ID (extension) and #
- Enter your password and #

Advance Dialing

	<u>Press</u>
• Change Greetings	411
• Turn Alternate Greeting On/Off	412
• Edit/Change Greetings	413
• Change password	431
• Message Notification	421
• Change Prompt Level	4231
• After listening to a Message – Save as New	#6

Refer to detailed menu flow chart inside for more advance dialing options.

New Messages are indicated on your phone by a flashing envelope icon next to your extension and “You have Voicemail” on the display.

Saved Messages are placed in your Saved/Old Folder (Option 3)

Deleted Messages will be permanently deleted from your phone after pressing “3” to delete a message.

To Transfer a Call Directly Into a Mailbox

- Press **Transfer**
- Press *, dial the desired extension
- Press **Transfer** again to release the call. (This must be done quickly so caller hears the parties greeting.)

To Leave a Message for a User Without Ringing the Phone

- Press Speaker or pick up the handset
- Press *, dial the desired extension
- Leave message

CISCO UNITY VOICE MAIL SYSTEM

Los Angeles Mission College