

Initializing your unity voicemail

Setup will include changing your temporary password to your own password, as well as recording your name, extension, and personal greeting.

Before you begin:

1. Determine in advance what your new password will be (or use current password)
2. Write down your personal greeting so that the message flows smoothly.

Initializing:

1. Dial **4444** or press the **Message** button on your phone
2. When you hear a voice, press *
3. Enter your user ID Number (your phone extension), and then press #
4. Enter the temporary password (**123456**) and then press #
5. You will be asked to change your password, which must follow these guidelines:
 - Must be between 4 and 8 digits
 - Must NOT be your extension
 - Must NOT be sequential (e.g. 4444 or 1234)
6. Record your name: First Name, Last Name and Extension
7. Record your greeting