To Call and Sign In To Your University Voice Mail (Connection)

You can call Cisco Unity Connection from your desk phone, from another phone within your organization, or from outside your organization.

Step 1 Dial 1800 or 907-474-1800 if calling off campus.
Step 2 Press ***** (star key) when Connection answers.
Step 3 When prompted for an ID, enter your 4-digit extension and press **#** (pound key).
Step 4 Enter your Connection PIN and press **#**.

Checking Messages

Step 1 Call and sign in to Connection.
Step 2 At the Main menu, select the applicable menu option:
       Play New Messages (1)
       Review Old Messages (3)
Step 3 Follow the prompts to listen to and manage your messages:
       Repeat: 1
       Save: 2
       Delete: 3
       Reply: 4
       Forward: 5
       Mark as new: 6
       Skip back: 7

Forwarding Messages

Step 1 After listening to the message, select the option **Forward the Message (5)**.
Step 2 Follow the prompts to record an introduction, address, and send the forwarded message.
To pause or resume recording, press **8**. To end recording, press **#**.
Step 3 Follow the prompts to select a recipient, or press **##** and enter the 4-digit extention, and press **#**.
Step 4 Press **#** to forward message
Step 5 After you send the forwarded message, follow the prompts to handle the original message.

Sending Voice Messages

You can send voice messages to other Cisco Unity Connection users without dialing their extensions. This can be helpful when you do not want to disturb a user or when you do not have time for a phone conversation.

Step 1 Call and sign in to Connection.
Step 2 At the Main menu, select the option **Send a Message (2)**.
Step 3 Follow the prompts to record, address, and send the voice message.
To pause or resume recording, press **8**. To end recording, press **#**.

Recording Your Greeting

Step 1 Call and sign in to Connection.
Step 2 Select the option **Setup Options (4)**, then **Greetings (1)**.
Step 3 After Connection plays your current greeting, follow the prompts to rerecord it.
To pause or resume recording, press **8**. To end recording, press **#**.

Recording Other Greetings

Step 1 Call and sign in to Connection.
Step 2 Select the option **Setup Options (4)**, then **Greetings (1)**.
Step 3 Press **#** to skip hearing your current greeting.
Step 4 Select the option to **Edit Other Greetings (3)**
Step 5 Follow the prompts to select the greeting you would like to edit:

Standard	**1**
Closed	**2**
Alternate	**3**
Busy	**4**
Internal	**5**
Holiday	**6**

Step 6 Select **Re-record Your Greeting (1)** to edit your greeting. To end recording, press **#.**
Step 7 If you turned on your alternate greeting follow the prompts to set when you want it turned off or to leave it on indefinitely.

Changing Your Recorded Name

Your recorded name plays with messages that you leave for other users and identifies you in the directory. It also plays with any of your greetings that use system recordings instead of your own recordings.

Step 1 Call and sign in to Connection.
Step 2 At the Main menu, select the option **Setup Options (4)**, then **Preferences (3)**, and **Recorded Name (2)**.
Step 3 Follow the prompts to record your name or a short message.
To pause or resume recording, press **8**. To end recording, press **#**.

Changing Your PIN

Step 1 Call and sign in to Connection.
Step 2 At the Main menu, select the option **Setup Options (4)**, then **Preferences (3)**, and **PIN (1)**.
Step 3 Follow the prompts to enter and confirm a new PIN. Use digits 0 through 9.