


# VOICEMAIL USER'S GUIDE


## Set-Up Voicemail - *Internal*

1. Press the **messages**  button or dial 7000.
2. Press the “ \* “ key.
3. Enter your voicemail extension and press “ # “.
4. Follow the voice instructions. The default password is **723686#**. For security reasons you *must* change your password as soon as possible.
5. Your password has to be a minimum of 4 digits.  
New password = \_\_\_\_\_

## Set-Up Voicemail - *Remotely*

1. Dial into the voicemail at **949-582-4900**.
2. Press the “ \* “ (asterisk) button when Unity Answers
3. Enter your ID (your voicemail extension) and press “ # “ (pound sign button)
4. The default password is **723686#**. For security reasons you *must* change your password as soon as possible.  
New password = \_\_\_\_\_
5. Listen to the menu and follow the voice instructions.

## Access Voice Mail – *Internal*

1. Press the **messages**  button or dial 7000.
2. Press the “ \* “ key.
3. Enter your voicemail extension and press “ # “.
4. Enter your password and press “ # “.
5. Follow the voice instructions.


## Access Voice Mail – *Remotely*

1. Dial into the voicemail at **949-582-4900**.
2. Press the “ \* “ button when Unity Answers.
3. Enter your ID (your extension number) then press “ # “
4. Enter your password and press “ # “.
5. Listen to menu and follow the voice instructions.

Help Desk 949-348-6070

<http://www.saddleback.edu/itc/ITCIPP.html>

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- **Internal-** Press the *messages*  button or dial 7000 and press “ \* ”. Follow the voice instructions.
- **External - 949-582-4900**
  - Press “ \* ” when Unity answers.
  - Enter your ID and press “ # “. Enter your password and press “ # “.

Entering Voicemail	Key
Hear New Messages	1
Send Messages	2
Review Old Messages	3
Set Up Options	4
Change Greeting	4 1 1
Change Password	4 3 1
Options for Voicemail Messages	Key
Repeat a Message	1
Save a Message	2
Delete a Message	3
Reply to a Message *	4 * After message has played
Slow Playback *	4 * During a message
Forward a Message	5
Mark as New Message *	6 * After message has played
Fast Playback *	6 * During a message
Pause or Continue	8
Fast Forward to End	9
Back Up Message	7
Skip or Move Ahead	#

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