# Cisco Unity Connection Voicemail with Unified Messaging

## To Call Voicemail

### From your phone:
- Dial 6-5555
- Enter your PIN followed by #

### From another campus phone:
- Dial 6-5555
- Press *
- Enter your Mailbox ID number, followed by #
- Enter your PIN followed by #

### From an outside line:
- Dial (860) 486-5555
- Press *
- Enter your Mailbox ID number, followed by #
- Enter your PIN followed by #

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### 2: Send a Message
- Record your message
- Enter the recipient's extension number or spell the name of the recipient or enter the distribution list number, followed by #
- Press # to confirm
- Press 9 1 to add a name
- Press # to send or chose a message option

### 4: Change Setup Options

**Press 1 – Greetings:**
- Press 1 – Edit the standard greeting
- Press 2 – Turn alternate greeting on/off
- Press 3 – Edit other greetings
- Press 4 – Play all greetings

**Press 2 – Message Settings:**
- Press 3 – Select full or brief menus
- Press 4 – Create private lists

**Press 3 – Preferences:**
- Press 1 – Change PIN
- Press 2 – Change recorded name

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**Unified Messaging:**
Single inbox for all voicemail messages that may be accessed through your phone interface or through your email inbox.

**Tips:**
- * Exit or back up
- 0 Help
- ## Extension number and name entry toggle

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