

## **Why is 528-6499 ext listed as my phone number on my webpage?**

It is recommended that you give your parents 528-6499 and your voice mail extension rather than calling the school's main number. Why? At our larger schools, the secretaries may be taking too many phone calls and relaying messages to staff. It is also recommended to tell your parents to call you at the school's main number in case of emergency only. If a school decides they want parents to call the main number, that is fine and that may make sense at PVES or TES. You will need to add your voicemail extension to your webpage so your parents know how to contact you.

## **What is 528-6499 and how do I find my extension?**

528-6499 is a voicemail only phone number. In other words, no human answers the phone. Your parents need only enter your extension and they will be prompted to leave you a message.

You can find your voicemail number by checking the Address Directory that should be in your Google Drive. Also, you can look up your voicemail number from any Cisco phone. Press the directory button (it looks like a small book opened up), option 5 (Corporate Directory) , plug in a few letters of your first and last name (using the number keys) and then press search.

## **Why should I give out 528-6499 plus my extension again?**

One big advantage is the voicemail gets emailed to you as an attachment. The file attached to the email should play on any computer or smart phone. Do not forget to check the voicemail system periodically to delete old messages. Just because they get emailed to you and you delete the email, does not mean the voicemails get deleted from the system. The emails will come from: Cisco Unity Connection Messaging System. It is safe to open and listen to those attachments. Please note, this does not apply to most teachers. Most teachers receive the voicemail as an email attachment only. Most non teachers (secretaries, administrators, etc) need to delete old messages periodically so their box does not fill up.

## **I need more information on how to access the voicemail system**

Scroll to the next page for more information.

# Unity Voicemail Basic User Guide

## One Time Unity Configuration Setup:

1. Press the Messages button to call the Unity Voicemail System.
2. Enter your password followed by # (the initial password is 112233)
3. Follow all prompts through to completion to activate your voice mailbox.

## To Access Cisco Unity by IP Phone:

1. Press the Messages button to call the Unity Voicemail System.
2. Enter your Cisco Unity password followed by #.

## To Access Cisco Unity from Outside the System:

1. Call 434-528-6499.
2. When the greeting starts speaking, press \*.
3. When prompted, enter your ID (your extension followed by #).
4. Enter you password followed by #.
5. Follow the prompts to manage your voicemail.

## **Voicemail Menus**

### **Message Retrieval:**

- New messages 1
- Saved messages 3 1



### **Message Type Menu**

- Voice messages 1
- Emails (if applicable) 2
- Faxes (if applicable) 3
- Receipts 4
- All messages #



### **During Message**

- Restart message 1
- Save 2
- Delete 3
- Slow playback 4
- Change volume 5
- Fast playback 6
- Rewind 7
- Pause/resume 8
- Fast-forward 9
- Fast-forward to end #
- Save as is # #



### **After Message**

- Replay message 1
- Save 2
- Delete 3
- Reply 4
- Reply to all 4 2
- Call the subscriber 4 4
- Forward message 5
- Save as new 6
- Rewind 7
- Deliver email or fax to fax machine (if applicable) 8
- Play message properties 9
- Save as is #

