

Accessing your mailbox from your phone:

Press "messages" button
 Enter your password (default password is 147258)

Accessing your mailbox remotely:

Dial your phone number, when you hear your voicemail, press * once.
 Enter your ID (your 10-digit phone number) then #.
 Enter your password then #.

Accessing your web assistant:

Go to <https://sappsunity01/ciscopca/logon.do>
 Enter your AD user name and password
 Click on the "Cisco Unity Assistant" link

To change your greetings via web assistant:

Login to your web assistant as above
 Click on "greetings" then "view greetings"
 Select the greeting you would like to change
 Click on the red button, lift handset when it rings
 Click yes on the pop up "overwrite at current position?"
 Record greeting
 Click "save"

To change your greetings via phone:

Access your mailbox as above
 Press 4 (setup options)
 Press 1 (greetings)
 Press 1 (record this greeting)
 To exit press *

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