

Rensselaer



UNITY VOICE MAIL SYSTEM SETUP GUIDE



Pin Number: _____

Password: _____



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1/06



Information Technologies
Infrastructure

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FIRST TIME ENROLLMENT INSTRUCTIONS

Dial into Unity

For first time enrollment only

To dial Unity from an on campus phone dial extension 6006.

To dial Unity from an off campus phone dial (518) 276-6006.

These instructions will assist you during the setup of your new mailbox. Please follow the steps listed below. We recommend recording your name and a standard greeting.

- Go to the Information Technologies Infrastructure web site at <http://www.rpi.edu/dept/tele> Click the “Voice Mail System Let’s Get Started” link. Click the link to obtain your mailbox information. After you have your mailbox number and password.
- Dial extension 6006, Press #
- Enter your ID number. Your ID number is your telephone extension or mailbox number.

First time enrollment

continued...

- Press # .
- Enter your temporary password.
- Record your first and last name after the tone and press #.
- Press # to keep this recording.
- Press 1 rerecord greeting.
- Record greeting, Press #.
- Press # to keep the greeting.
- Your password must be at least 5 digits long.
- Sample passwords: Your long distance code, the date of birth of a family member or your RCS password.
- Enter your new password.
- Press #.
- Enter the new password again then Press #.
- Press * and hang up, you have completed enrollment.

TO CHANGE GREETINGS

You have 2 additional greetings in your mailbox. They are the alternate greeting and the busy greeting.

To record a busy greeting:

- Press 4 for Setup Options.
- Press 1 for greetings.
- Press 3 to edit other greeting.
- Press 4 to edit busy greeting.
- Press 1 to record greeting.
- Record greeting at the tone.
- Press #.
- Press * to Exit.

To record alternate greeting:

- Press 4 for Setup Options.
- Press 1 for greetings.
- Press 3 to edit other greeting.
- Press 3 to edit alternate greeting.
- Press 1 to rerecord greeting.
- Record greeting at the tone.
- Press #.
- Press 3 to turn on.