

# Cisco Unity Voicemail System

## Greetings and PIN Guide

### Commonly Used Options:

#### From The Main Menu:

1	Listen to "New" Messages
3,1	Listen to "Save" Messages
4	Setup Options
4,1	Change Greetings
4,3,1	Change PIN
4,3,2	Change Recorded Name

#### Greetings Options Menu:

4,1	Change Greetings
4,1,1	Re-record Greetings
4,1,2	Set Alternate Greetings
4,1,3	Edit Other Greetings
4,1,4	Play All Greetings

#### Edit Greeting:

4,1,3,1	Edit Standard
4,1,3,3	Edit Alternate
4,1,3,4	Edit Busy
4,1,3,0	Help
4,1,3,*	Exit

### Record Alternate Greeting Options:

4,1,3,3,1	Re-Record Alternate
4,1,3,3,2	Use Generic System Greeting
4,1,3,3,3	Turn On Alternate Greeting
4,1,3,3,0	Help
4,1,3,3,*	Exit

### Duration Of Alternate Greeting Options:

4,1,3,3,3,1	Set End Date
4,1,3,3,3,#	Leave Alternate Greeting on Indefinitely
4,1,3,3,3,0	More Help Options
4,1,3,3,3,*	Exit

Alternate Greeting allows you to set any start/end date. It is recommended to use this selection for ALL of your secondary Greetings.

### Change Voicemail Pin From Main Menu (must be 4 digits or more):

4,3,1	Change PIN
4,3,1,#	Enter New PIN Followed by #
4,3,1,#	Confirm PIN Followed by #

### For More Information:

[Click Here](#) to visit our website

### Contact Us:

[help@umaryland.edu](mailto:help@umaryland.edu)