




Unity Enterprise Messaging - Voice Messaging Oklahoma State University - Tulsa

HOW TO SET UP YOUR MAILBOX

STEP 1: Press the Message Button  on your phone

STEP 2: Enter the Temporary PIN **74106** and Press (#)

STEP 3: Follow prompts to complete setup of name, greeting and password

NOTE - If you do not complete ALL setup steps, you will be prompted to setup again next time

STEP 4: Enter a new 4-5 digit PIN and Press (#). You will be prompted to re-enter the new PIN for confirmation.

NOTE - Passwords cannot be consecutive or repetitive EX. 1234 or 11111

HOW TO ACCESS YOUR MAILBOX REMOTELY

STEP 1: Dial the External VoiceMail Access Number: **918-561-1550**

STEP 2: Press (*) Then enter 1+10 digit phone number Press (#)

ID = Phone Number

STEP 3: Enter your 4-5 digit PIN and Press (#)

STEP 4: Follow prompts to retrieve new voicemail or listen to saved voicemail