




SAN LORENZO UNIFIED SCHOOL DISTRICT
Information Technology Department

Voice Mail Initialization and Personal Greeting Suggestions

To use your voice mail, you will need to initialize it. The initialization steps are listed below. Please go through the initialization process at your earliest convenience. Callers are automatically forwarded to your Voice Mail when you are busy or do not answer your phone.

Voice Mail Initialization Steps

A. From your phone:

1. When calling from your telephone, press the **Message Button** []. You will be dialed into Unity.
2. Enter your temporary password **75873** (SLUSD).
3. Follow the instructions to change the password, record your name, greeting, etc.

B. From Home:

1. When calling from home, call **317-4800**. You will be dialed into Unity.
2. It will ask you for your ID. Enter your 4-digit voice mail number.
3. Follow steps 2 and 3 above.

Personal Password



Your personal password may be a minimum of **3** digits up to a maximum of **7** digits.



Make your password memorable. If you forget your **password**, it **cannot be retrieved by anyone**.



Should you forget it, you may call the Help Desk @ 4749 and the password will be reset. You may also enter a HelpSTAR request to have a temporary password assigned and it will be completed as quickly as possible.



Personal Greeting Suggestions

You will be asked to create your own Personal Greeting. Hearing a familiar voice seems a bit more personal, and your callers will feel more comfortable leaving you a message. Your greeting should include instructions for reaching someone if this is an emergency phone call. You may want to create an alternate greeting to reflect absences. Once you have created your alternate greeting, you need only turn it on or off as needed. Your standard and alternate greetings may be changed at any time. Please refer to your **Cisco Unity at a Glance** and follow the prompts from item #4 of the Main Menu. We also suggest you tell callers to leave a “detailed” message so you can respond with the information they need. You may also want to include instructions for skipping the greeting in the future. A few examples of personal greetings are listed below.

1. Hello, this is [give your name]. I'm unable to take your call now, but if you leave your name, number and a detailed message, I'll get back to you as soon as possible. For immediate assistance, press 0. To skip this greeting in the future, press the # key.
2. Hello, this is [give your name]. Please leave a detailed message and I'll return your call as soon as possible. For immediate assistance, press 0. To skip this greeting in the future, press the # key.
3. Hello, this is [give your name]. I'm away from the office all this week, but I am checking my messages. If you'll leave me a detailed message, I'll return your cal within 24 hours. For immediate assistance, press 0.
4. Write your own message: _____

