

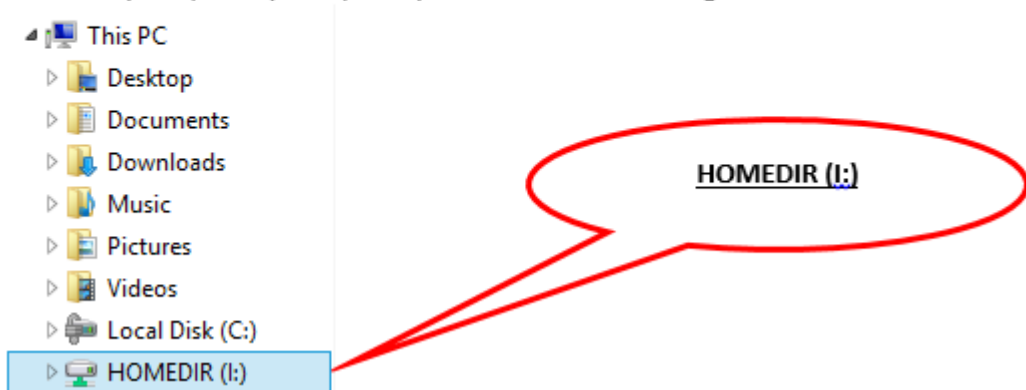
Archiving your Voicemail Messages

Please follow the instructions on how you can create and save your voice messages, the following will demonstrate how you will archive messages from your Microsoft Outlook Inbox to your HOMEDIR (I :) drive on the Mercy College network.

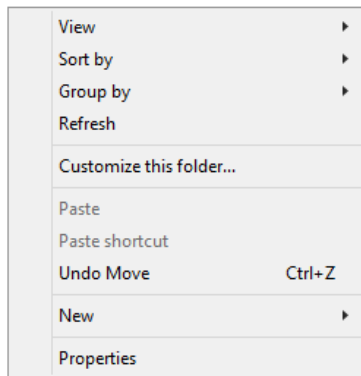
1. Open My Computer



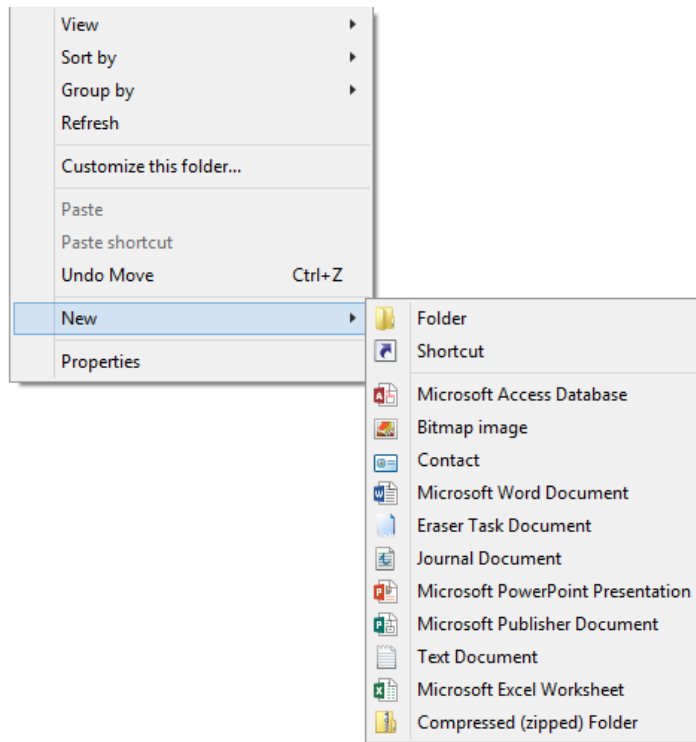
- Once you open My Computer you will see the following:



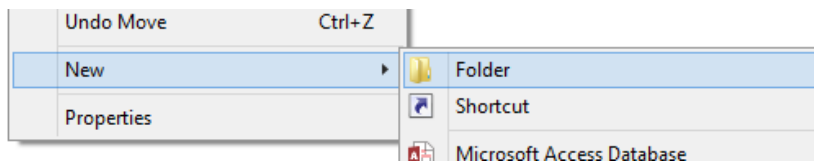
- Locate and double click to open your HOMEDIR (I:)
- You should see your HOMEDIR drive
- Using your mouse, right click HOMEDIR (I:). This will bring up the below dialog box:



- Click on **New**:



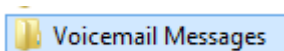
- Click on **Folder**:



- You will now create a new folder inside your **HOMEDIR (I:)**

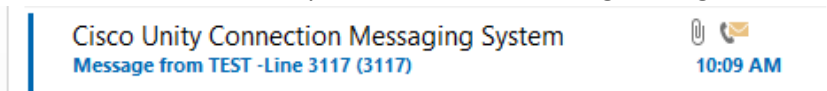


- Rename this folder **Voicemail Messages**



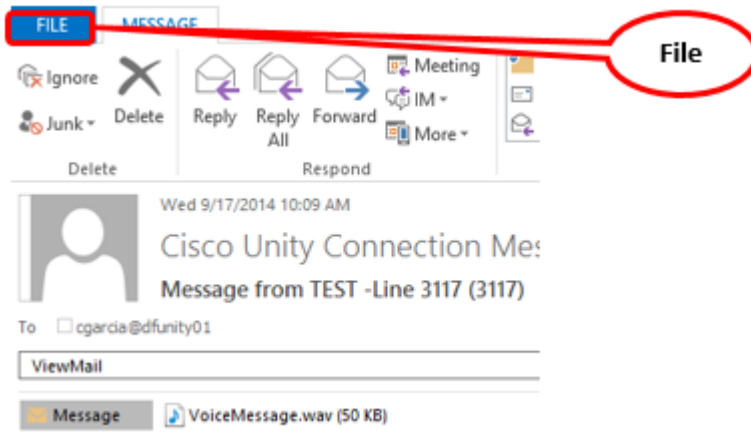
2. From your Microsoft Outlook mail box, follow these instructions on how to archive your voice messages.

- Within the Outlook inbox you will find the following message:

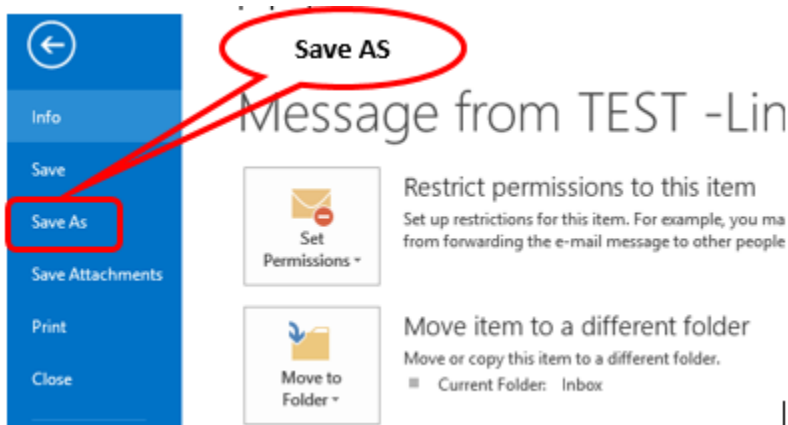


- Double click to open your Voicemail message

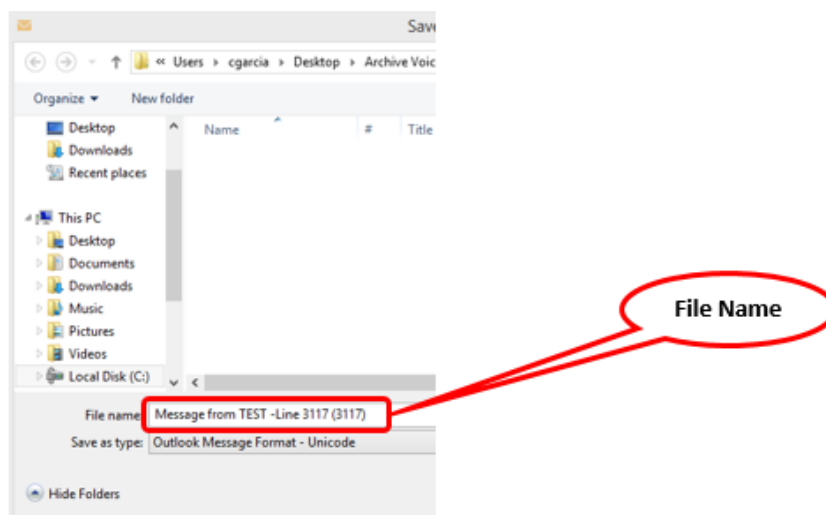
- On the top left corner click on **File**



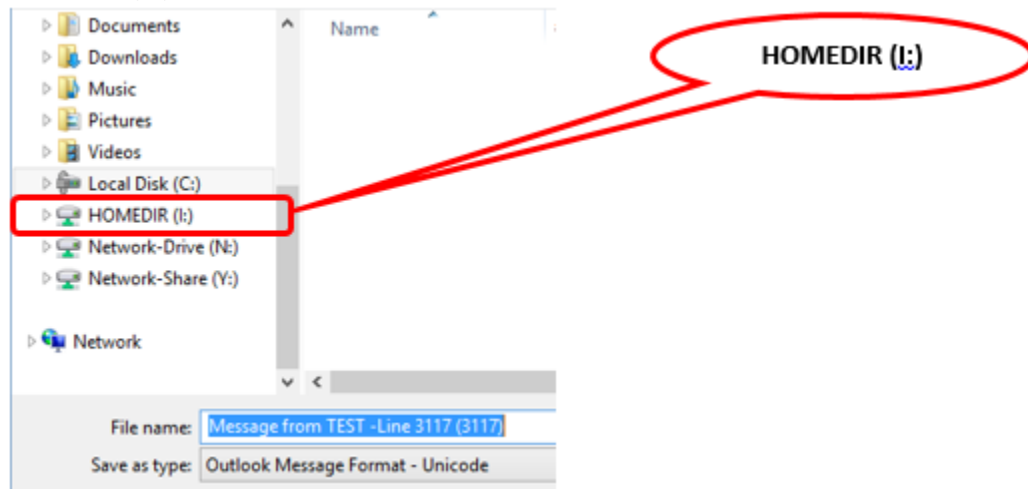
- Click **Save As**



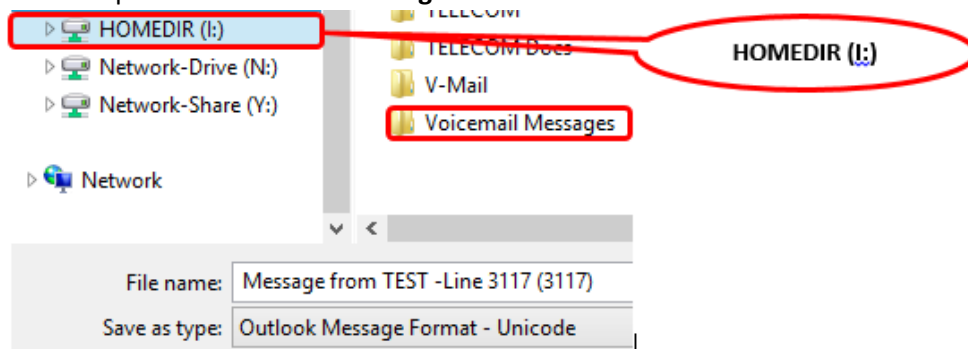
- When saving, make sure that the **File Name** contains the subject line from the voicemail message. For example: **“Message from (Caller) – (Phone number)”**



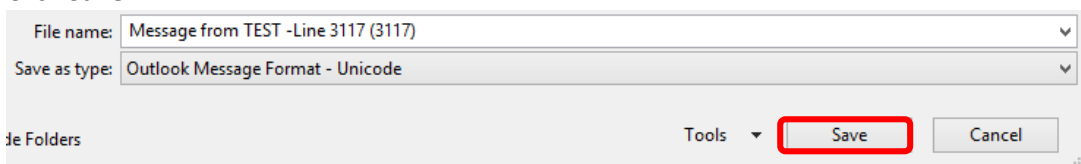
- Within the **Save As** window, on the left hand side please scroll down and choose your HOMEDIR (I :)



- Click to open the **Voicemail Messages** folder which was created earlier



- Click **Save**




- Once saved, go to your HOMEDIR (I:) and check that the Outlook message file was successfully saved as displayed below

Name	Date modified	Type	Size
✉ Message from TEST -Line 3117 (3117)	9/17/2014 10:34 AM	Outlook Item	76 KB

- Once you confirm that the message is saved on your HOMEDIR (I :) Please proceed to **delete the voicemail message from your inbox.**

3. Instructions on how to clean your mail box from the within UNITY system.

- From your desk phone click on  icon to log into UNITY system.
- Enter your PIN XXXXXX#
- Follow instruction:
- UNITY VOICE MAIL SHORT CUT KEY STROKES:

Hear new messages 1	Add/Change Distribution Groups 4 2 4
Send a message 2	Change phone password 4 3 1
Review saved messages 3 1	Change recorded name 4 3 2
Review deleted messages 3 2	Change call transfer 4 4
Change setup options 4	Help 0
Change greetings 4 1	After listening to a message:
Turn alternate greeting on or off 4 1 2	Action Key(s)
Cancel *	Replay message 1
While listening to a message:	Play message by number (saved messages only) 1 2
Action Key(s)	Play previous saved message 1 4
Restart message 1	Play next saved message 1 6
Play message by number (saved messages only) 1 2	Save or restore as saved 2
Play previous saved message 1 4	Delete 3
Play next saved message 1 6	Reply 4
Save 2	Reply to all 4 2
Delete 3	Forward message 5
Slow playback 4	Save or restore as new 6
Change volume 5	Rewind 7
Fast playback 6	Play message properties 9
Rewind message 7	Save as is #
Pause or resume 8	Cancel or back up *
Fast-forward 9	Help 0
Fast-forward to end #	After recording and addressing a message:
Restore as saved # 2	Action Key(s)
Reply # 4	Send message #
Reply to all # 4 2	Add name 1
Forward message # 5	Change addressing 3 1
Save or restore as new # 6	Change recording 3 2
Play message properties # 9	Set delivery options 3 3
Skip message, save as is # #	Mark message urgent 3 3 1
Cancel or back up *	Request return receipt 3 3 2
Edit other greetings 4 1 3	Mark message private 3 3 3
Change message notification 4 2 1	Mark message urgent and private 3 3 3 1 3
Choose full or brief menus 4 2 3	Review recorded message 3 4

- From outside access call your full desk number (914) 674-XXXX / 718-678-XXXX / 212-615-XXXX.
- Wait for voice mail to start and press (*)
- The system will prompt you to enter ID (ID is your Ext. XXXX)
- Once you enter your ID (XXXX) press #
- The system will prompt you to enter your PIN plus #
- User the instruction above to make changes to the UNITY Voicemail System.