

## **Enrolling Your New Voicemail Account:**

**Step 1** – Press the messages button on your telephone or call the Voicemail direct number for your city.

Anchorage	907-865-1999
Fairbanks	907-328-6799
Juneau	907-523-8799

**Step 2** – If you called the voicemail direct number, you will be prompted for your mailbox number. You will then be prompted for a password. Since this is initial enrollment, enter the default password of **12345**. If you pressed the messages button on your phone, you will just be prompted for a password. Again, since this is initial enrollment, enter the default password of **12345**.

*NOTE:* If you do not have a messages button on your phone, but want to set up and access your voicemail from your phone, dial the internal voicemail number for your city and enter the default password of **12345** when prompted.

Anchorage	4300
Fairbanks	4410
Juneau	7777

Unity will walk you through enrollment by explaining each option and then allowing you to make the changes. Whenever you are asked to record something, please use the handset to minimize background noise and use the # key to stop the recording.

**Step 3** – You will be prompted to record your name. Follow the instructions to record your first and last name. Remember to use the # key when you are finished recording your name.

**Step 4** – You will be prompted next to record a greeting. This is the message that callers will hear when they are in your voicemail. Don't forget to use the # key when you are finished recording the message.

**Step 5** – You will be prompted to enter a password. The password can be the same thing you are using now or something new. The only requirement is that it should be at least 4 digits in length.

**Step 6** – You will be prompted to say yes or no to being listed in the directory. Saying yes (which is the default) will allow people to find you by name instead of needing to know your extension number. If you say no, you will not be listed in the voicemail dial by name directory.

**Step 7** – After Unity tells you that enrollment is complete, you may hang up. Please wait until it tells you that enrollment is complete to make sure it has saved all of your choices. Otherwise, it may prompt you for enrollment the next time you try to access voicemail.