


Set-up Voicemail

1. Pick up the phone receiver
2. Hit the messages “” button
3. Enter 124578# at the initial prompt
4. Follow the instructions


Voicemail Set-up Instructions with No Phone

1. Dial your site phone number
(example—x2-#### {788-####})
2. Press # when you hear the recording
3. Enter your Personal Extension, then #
(example—82819# {your personal phone extension & #})
4. Enter the default Password 124578#
5. Follow the Instructions

Locked Voicemail Account

1. Call Help Desk at VOIP Extension, x81099
2. Ask for assistance with your locked voicemail account

3 Ways to Retrieve Voicemail

1. To log on from your extension:
 - Press “” or “**Messages**” button
 - Enter ID (your 5-digit extension), press “#”
 - Enter password
2. To log on from outside the system:
 - Dial voicemail pilot number **951-328-4000**
 - Or, your direct number. Press “*”
 - Enter ID (your 5-digit extension), press “#”
 - Enter password
3. To log on from your Outlook:
 - Open message with attachment—**From: Unity Messaging**
 - Open message with attachment—**From: RUSD Caller ID Name**