

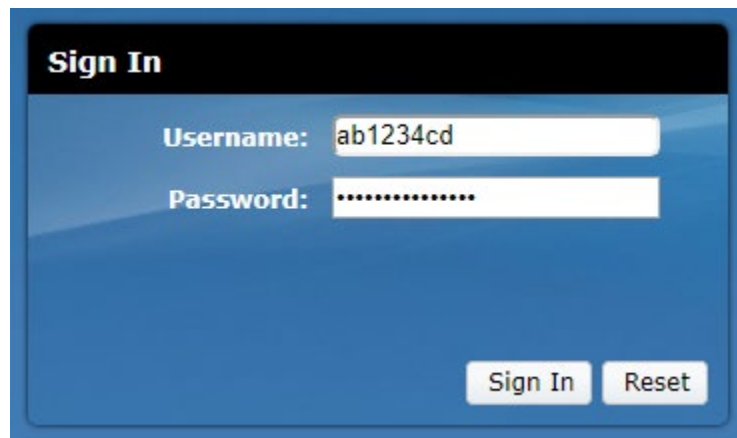
VOICEMAIL INSTRUCTIONS

Set up your voicemail for the first time:

- Go to <https://unitypub.shot.smsu.edu/inbox/> to change your pin.
- If prompted with a security warning click **advanced and proceed anyway**
(NOTE: The security warning will be different based on the type of browser being used. Please go through the security message and look for words like **Details**, and proceed)
- You will have to use your **Star ID** to access your voicemail

Username: Your **Star ID**

Password: Your **Star ID** password



The image shows a screenshot of a web-based sign-in interface. The title is "Sign In" in white text on a black background. Below the title, there are two input fields: "Username:" with the text "ab1234cd" and "Password:" with a masked password represented by ten dots. At the bottom right of the form, there are two buttons: "Sign In" and "Reset".


Here is a quick start guide for the web inbox;

https://www.cisco.com/c/en/us/td/docs/voice_ip_comm/connection/8x/quick_start/guide/85xcucqsginbox.html


Change Pin on the WEB:

- Click on Settings (Second option top left corner)
- Click on Passwords (Second option top left corner)
- Click on Change Pin
- Your new pin must be at least six digits long.


Record a personal greeting:

- Dial 1100 or press the **Messages** button .
- Enter your pin plus #.
- To change your greeting, press 4 for Setup Options.
- To change greetings, press 1.

Change Pin on Phone:

- Dial 1100 or press the **Messages** button .
- Enter your pin plus #.
- Press 4 for Setup Options.
- Press 3 for preferences.
- Press 1 to change the pin.
- Your new pin must be at least six digits long.

Check your messages:

- Dial 1100 or press the **Messages** button .
- Enter your pin plus #, then follow the voice instructions.

Note: *Your voicemail also gets delivered to your Web Inbox where you can listen to it via your computer speakers.*

Access voicemail from an on-campus phone:


- Dial your full 10 digit phone number.
- Press * at the unified message greeting.
- When prompted, enter your ID followed by # (Note: your ID is your full ten digit phone number).
- You will then be prompted to enter your pin followed by #.

Access voicemail off campus:

- Dial 507-337-1400.
- Press * at the voice message greeting.
- You will be prompted to enter your ID followed by # (Note: your ID is your full ten digit phone number).

- You will then be prompted to enter your pin followed by #.

Transfer a caller directly to a Mailbox:

- Press the ***Transfer*** button .
- Dial * followed by the ten digit phone number.
- Press the SoftKey associated with ***Transfer***.
- Hang up.