

## Instructions for RU Voice Mail (UNITY)



To access VM from your Radford University telephone number:

1. Dial 7750
2. When answered enter \*
3. Enter your Mailbox ID (this is the last four-digits of your phone number)
4. Enter your password. The temporary password is **12345**.
5. Follow instructions to personalize your voice mailbox. **BE SURE TO ESTABLISH A NEW PASSWORD!**
6. Use the Setup Option to create your personal greeting. Follow operator instructions.

To access VM from a non-Radford University phone:

1. Dial 831-7750
2. When answered enter \*
3. Enter your Mailbox ID (this is the last four-digits of your phone number)
4. Enter your password
5. Follow operator instructions to access your messages.

### Additional Information

During the “operator” summary/introduction you can press:

- 1 - Restart operator summary
- 2- Save message
- 3- Delete
- 4- Reply
- 5- Forward Message (to another VM user)
- 7- Rewind
- 8- Pause/Resume
- #- Skip Summary

When listening to new messages you have the following options:

Listen to the entire message and follow prompts at the end to determine what you want to do with the message or press:

- 1 – Restart
- 2 -Save
- 3 –Delete
- 4 -Slow playback
- 7 -Rewind
- 8- Pause/resume
- 9-Fast forward
- # to fast forward to end

**For more information, contact:**

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