Click the **My Information** tab at the top of the page, then click **Unified Messaging** to change your voicemail options such as:

- Your email notification address
- Your email notification options
- Your active greeting
- Your PIN number

You will be greeted with a page similar to the following:

Voicemail Options

These are the voicemail options you can set:

PIN

If you wish to change your PIN number, you may do so here. You will also have to fill in the **Confirm PIN** field.

Active Greeting

This is the greeting callers hear when they are connected to your voicemail.

- The **default system greeting** is the greeting that is used when you have not yet recorded a greeting. If you have not recorded your name yet, the caller will be greeted with the following message:
  - "The owner of extension XXXX is not available. Please leave a message. When you are finished, press 1 for

more options."

- If you have recorded your name, the caller will be greeted with the following message:
- "<YOUR NAME> is not available. Please leave a message. When you are finished, press 1 for more options."
- The **standard** greeting is your regular recorded message that callers hear when they are connected to your voicemail.
  - To record your **standard** greeting, follow the instructions in the Voicemail Instructions.pdf.
- The **out of office** and **extended absence** greetings are intended to be temporary greetings that you can select so you do not have to record over your standard greeting. Upon your return, you can simply select your standard greeting.
  - To record your **out of office** and **extended absence** greetings, follow the instructions in the Voicemail Instructions.pdf.

E-mail address

This is the email address where new voicemail notifications are sent.

Voicemail Notification

This selects the email notification option

- The **Synchronize with IMAP server** option, if enabled by the telephone administrator, will allow synchronization between your email inbox and the sipXecs voicemail system so that when a message is marked **read** in your email inbox, the message will also be marked **read** in your voicemail inbox.
  - To enable this feature, select the **Syncronize with the IMAP server** option then enter your email username and password.

    ⚠ If you don't know your email username and password, please contact your network administrator.

- The **E-mail notification** option will notify you of new voice messages
  - To enable this feature, select the **E-mail notification** option
  - Select the level of detail you would like in your email notifications. The options are **Full, Medium,** and **Brief**.
    - **Full** will send the following message format:

      > 0:04 Voice Message from 6001 (John Doe)
      >
      > Listen to message
      >
      > Show voicemail Inbox
      >
      > Delete message

    - **Medium** will send the following message format:

      > 0:04 Voice Message from 6001 (John Doe)

    - **Brief** removes all formatting and is intended for sending text messages to cell phones:

      > Msg from 6001 duration 0:06 at 5/6/10

  - Attach audio
    - If checked, the voicemail message will be attached to the notification e-mail.
    - Otherwise, the e-mail will contain a link to retrieve the voicemail message.
- The **No Notification** option disables email notifications.

Additional E-mail address

This is the second email address where new voicemail notifications are sent if you want notifications sent to a second address.

- The **E-mail notification** option will notify you of new voice messages
    - To enable this feature, select the **E-mail notification** option
    - Select the level of detail you would like in your email notifications. The options are **Full, Medium,** and **Brief**.
        - **Full** will send the following message format:

            0:04 Voice Message from 6001 (John Doe)

            Listen to message

            Show voicemail Inbox

            Delete message

        - **Medium** will send the following message format:

            0:04 Voice Message from 6001 (John Doe)

        - **Brief** removes all formatting and is intended for sending text messages to cell phones:

            Msg from 6001 duration 0:06 at 5/6/10

    - Attach audio
        - If checked, the voicemail message will be attached to the notification e-mail.
        - Otherwise, the e-mail will contain a link to retrieve the voicemail message.
- The **No Notification** option disables email notifications.