



Introducing Cal Voicemail

Your New Voicemail System

What can I do now?

Set up your new voice mailbox before September 26th by going through the quick set up.

1. Dial 2-1869 from your desk (if your Caller ID is blocked, dial *82 *first*)
2. Enter your **Temporary Security Code** (your 7-digit number)
3. Enter a **New Security Code** (4 to 15 digits in length)
4. Enter the new Security Code again to confirm
5. Record your **Name**
6. Record your **Personal Greeting** (*State your name in your Greeting. Your recorded Name does not play prior to your Greeting in the new system.*)

You new voice mailbox is now ready for use beginning on September 26th.

Want to learn more?

To learn more about Cal Voicemail, visit us at <http://calvm.berkeley.edu/>. View the **video trainings** and take a glance at the **new features** available.

What about my old messages?

- Beginning September 26th, 2009, access old messages by dialing 2-1869.
- Enter your password when prompted.
- Access to your messages on the old voice mail system will be provided through November 2nd.

Beginning September 26th, access to your new Cal Voicemail is available by dialing 3-5530.

For more information, please call IST Telecom at 510-642-8500 and press 1, 3 to reach us immediately. Additional information is also available online at <http://calvm.berkeley.edu/>.

Please see next page for information on the new Cal Voicemail features.



New Features and Changes

Your new Voice Mail system is now called the Cal Voicemail Unified Messaging system. Listed below are highlights of the enhancements available to you in the new system along with a comparison of services you are already familiar with.

NEW Features!

- **RightFax:** Send Faxes from your desktop PC.
- **Web PhoneManager:** Access and manage messages via the Web. Available to Unified Messaging and Enhanced Mailboxes.

Familiar Services with New Names

- Personal Groups List = Distribution List
- Unibears Web Access = Web PhoneManager
- Auto Copy = Message Forwarding
- Passcode = Security Code
- Follow Me = Availability

Features with Changes

- **Important!** When dialing your voice mail remotely you are asked for:
 - a. Your Mailbox (actual 7-digit extension)
 - b. Your Security Code
- Sending a Message - you now record your message *first* and add your recipients later.
- Users should include their name in the Personal Greeting they record. Unlike Unibears today, the Name recording does not play prior to your Greeting. The Name recording is important and helps other users reach you correctly and identify you.

A Comparison List of the phone key pad functions for UniBears and Cal Voicemail is available online at <http://calvm.berkeley.edu> under “Online User Guides”. For more information, please call IST Telecom at 510-642-8500 and press 1, 3 to reach us immediately.