DMVA Unity Voicemail Enrollment Process

*** Please enroll as soon as possible.

Enrollment Process from phone

Step 1 – Press the messages button on the phone.

Step 2 – Enter the password. (Default password is 1379#)

Step 3 – Please follow the system instructions for the following:

- Record your name
- Set a new password
- Record your greeting

Step 4 – Ensure that you enroll all the way through the enrollment process until you hear "You have finished the enrollment process" Then hang up.

Enrollment Process from outside line or access to your voicemail from outside DMVA

Step 1 – Dial the main voicemail number from outside 428-7300

Step 2 – When the greeting begins to play, Press *.

Step 3 – Enter your extension number, then press #.

Step 4 – Enter your password (Default password is 1379#), then press #.

Step 5 - Please follow the system instructions for the following:

- Record your name
- Set a new password
- Record your greeting

Step 6 - Ensure that you enroll all the way through the enrollment process until you hear "You have finished the enrollment process" Then hang up.