Cisco Unity VoiceMail User Guide

Use These Keys Anytime During any Changes

KEY	TASK	KEY	TASK
*	Cancel or back up	#	Skip or move ahead

FIRST TIME YOU LOG IN

To Enroll on Cisco Unity:

Step 1 Press the **Message** button.

Step 2 Enter a password. (**Default password is 2580852**)

Step 3 Please follow system instructions for the following:
  • Record your name. • Set a new password. • Record your greeting.

Step 4 Please wait until you hear "You Have Finished Enrollment" then hang up.

To Check Messages from your telephone:

Step 1 Press the **Message** button and log on.

Step 2 Press **1** to hear new messages, or press **3** to review old messages.

Step 3 Use the following keys to manage your messages and to control playback.

Use These Keys During a Message

KEY	TASK	KEY	TASK
1	Restart Message	7	Rewind, small
2	Save	8	Pause or resume
3	Delete	9	Fast-forward to End
5	Change Volume		

Use These Keys After a Message

KEY	TASK	KEY	TASK
1	Replay Message	6	Save as Unheard
2	Save	7	Rewind, small
3	Delete	8	N/A
4	Reply	9	Play Message Summary
5	Forward Message		

To Check Messages from outside the office:

Step 1 Dial the Main Number

Step 2 When the greeting begins to play, Press *

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

Step 4 Enter your password then press #

To Change Your Recorded Name:

Step 1 Press the **Message** button and log on.
Step 2 Press **4 >3 >2**.
Step 3 At the tone, **record your name**, or press ***** to keep the current recording.

Use These Keys as You Record

KEY	TASK	KEY	TASK
8	Pause or Resume	#	End Recording

To Change Your Password:

Step 1 Press the **Message** button and log on.
Step 2 Press **4 >3 >1**.
Step 3 Enter a new password and press **#**.
Step 4 Enter the new password again to confirm it and press **#**.

To Record a Greeting:

Step 1 Press the **Message** button and log on.
Step 2 Press **4 > 1 > 1**.
Step 3 After Cisco Unity plays your current greeting, press **1** to rerecord it, or press **3** to record a different greeting, choose the greeting, then rerecord it.

To Enable or Disable a Greeting:

(You can enable or disable **only** your alternate greeting by phone.)

Step 1 Press the **Message** button and log on.
Step 2 Press **4 >1 >1**.
Step 3 After Cisco Unity plays your current greeting, press **2** to enable or disable your alternate greeting.
Note: When your alternate greeting is enabled, it overrides all other greetings.

To Reply to a Message:

Step 1 After listening to the message, press **4**.
Step 2 Record your reply.
Step 3 Press **#** to send the reply, or press **1** for message options.
   Message Options are the same as above.
Step 4 Follow the Cisco Unity conversation to handle the original message.

To Forward a Message:

Step 1 After listening to the message, press **5**.
Step 2 Follow the Cisco Unity conversation to address the forwarded message.
Step 3 Press **#** to forward the message as is, or press **2** to record an introduction,
      or press **3** for message options.
Step 4 Press **#** to forward the message as is, or press **1** for message options.
   Message Options are the same as above.

During Message Menu and Shortcuts (Standard Conversation)

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While listening to a message, press:

Action	Key(s)
Restart message	1
Play previous message	1 4
Play next message	1 6
Save	2
Delete	3
Forward message	5
Slow playback	6 4
Fast playback	6 6
Rewind message	7
Pause or resume	8
Fast-forward	9
Fast-forward to end	#
Cancel or back up	*