


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 or dial **79050**
- Step 2** Enter a password. (Default password is 123456#)
- Step 3** Please follow system instructions for the following:
- Record your name.
 - Set a new password. (Password must be at least 6 numbers long)
 - 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 or dial **79050** and then 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 79050
- Step 2** When the greeting begins to play, Press *
- Step 3** Enter your extension number, then press #.
Example (79052#)
- Step 4** Enter your password then press #.
Example (123456#)


To Change Your Recorded Name:

- Step 1** Press the Message  button or dial **79050** and then 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 or dial **79050** and then 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 or dial **79050** and then 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, and 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 or dial **79050** and then 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)

While listening to a message, press: Key(s) for the Following Actions

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	*