



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 159357#)

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.