Cisco Unity Voicemail User Guide

Use These Keys Anytime During any Changes
* Cancel or back-up   **#** Skip or move ahead

FIRST TIME YOU LOG IN

To Configure Cisco Unity:

Step 1 Press the Message button.

Step 2 Enter a PIN (password). (Default PIN 12345)
Step 3 Please follow system instructions for the following:
• Record your name
• Set up a new PIN (password)
• Record your greeting

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 control playback.

Use These Keys During a Message
0 For help
1 Repeat
2 Save
3 Delete
4 Slow message playback
6 Speed up message playback
7 Skip back
9 Message Properties
18 Mark this message urgent

Use These Keys After a Message
0 For help
1 Repeat
2 Save
3 Delete
4 Reply
5 Forward message
6 Mark it new
7 Skip back
9 For message properties

To Check Messages from outside the office:
Step 1 Dial **419-589-2600**
Step 2 When the greeting begins to play, Press *
Step 3 Enter your ID (5-digit extension/mailbox number), then press #.
Step 4 Enter your PIN (password) then press #

Cisco Unity Voicemail User Guide To Change Your PIN (password):
Step 1 Press the Message button and log on.
Step 2 Press 4 >3 >1.
Step 3 Enter a new PIN (password) and press #.
Step 4 Enter the new PIN (password) again to confirm it and 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, press # to end recording or press * to keep the current recording.

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 re-record 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 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.