

# Cisco Unity Voicemail Options

## Voicemail Short Cuts

### Access Voicemail Messages

Press Messages Key  
Enter PIN followed by #

### Skip an Internal Greeting

During Greeting Press # at any time

## Main Menu

- 1** Hear new messages
- 2** Send a message
- 3** Review old messages
- 4** Change setup options
- 5** Find messages

### After recording a message, press

- 11** Change addressing
- 12** Change recording
- 13** Set special delivery
- 14** Review recorded message

### While listening to a message, press

- #2** Restore as Saved
- #4** Reply
- #42** Reply to all
- #5** Forward Message
- #6** Save as new/Restore as new
- #8** Deliver fax to fax machine
- #9** Play MessageProperties

## During Message Menu

- 1** Restart message
- 2** Save
- 3** Delete
- 4** Slow playback
- 5** Change volume
- 6** Fast playback
- 7** Rewind message
- 8** Pause/Resume
- 9** Fast-forward
- #** Fast-forward to end
- ##** Skip message, save as is

## After Message Menu

- 1** Replay message
- 2** Save/Restore as saved
- 3** Delete
- 4** Reply
- 42** Reply to all
- 44** Call the subscriber
- 5** Forward message “## to change to extension in place of name”
- 6** Save as new/Restore as new
- 7** Rewind message
- 8** Deliver fax to fax machine
- 9** Play message properties
- #** Save as is

## Shortcuts Menu

- 41** Change greetings
- 412** Turn on/off alternate greeting
- 421** Change message notification
- 422** Change fax delivery
- 423** Choose full or brief menus
- 431** Change phone password
- 432** Change recorded name
- 44** Change call transfer
- 51** Find messages from a subscriber
- 52** Find messages from all outside callers
- 53** Play messages from specific outside caller

## Accessing Voicemail

### On-Site - From Your Extension

Press Messages Key  
Enter Pin followed by #

### On-Site - From Another Extension

Press Messages Key  
Press \*(Star Key) + Extension Number followed by #  
Enter Pin followed by #

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## Setting Up Initial Voicemail

Press **Messages**  
Enter Default PIN:  
*Follow prompts to:*  
Record Name (Press # When Complete)  
Press 1 to Record Personal Greeting (Press # When Complete)  
Enter PIN (3-10 characters long - Press # When Complete)  
Add Name to Directory Assistance (Press # to keep your name in the directory)  
Mailbox Setup is Complete!

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## Unified Messaging(when applicable)

### When available:

Open the new email in your inbox.  
Double -click on the attached wave file to play message.  
Save in a file or forward to another user as required.  
(or) Delete message. Once deleted from your email inbox the voicemail will be deleted from your phone as well.



# Cisco Unity Connection Voicemail User Guide

Provided by:



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