

## Voice Mail Menus and Shortcuts

### Accessing Voice Mail

- From your desk phone:
  - Press the Messages button on your phone.
- If you are calling from another phone within your organization press \* when Cisco Unity Connection answers.
- If prompted, enter your desk phone extension (7 digits) and press #.
- Enter your password and press #. (initial password is 135790)

### Main Menu Shortcuts

1	Play new messages
2	Send a message
3	Review old messages
4	Change setup options
4,1	Change greetings
4,1,2	Turn on/off alternate greeting
4,2,1	Change message notification
4,2,3	Choose full or brief menus
4,4	Change transfer settings
5	Find messages
5,1	Find messages from a user
5,2	Find messages from all outside callers
5,3	Find messages from a specific outside caller

### During Message Menu

While listening to a message, press:

Key(s)	Action
1	Repeat message
2	Save
3	Delete
4	Slow playback
5	Change volume
6	Fast playback
7	Rewind
8	Pause/Resume
9	Fast-forward
##	Skip message, save as is

### After Message Menu

After listening to a message, press:

Key(s)	Action
1	Repeat message
2	Save
3	Delete
4	Reply
42	Reply to all
44	Call the sender
5	Forward message
6	Save as new
7	Rewind
8	Send to fax machine for printing
9	Play message properties
#	Save as is

### Selecting Recipients

To select recipients from a list, press:

Key(s)	Action
0	Help
1	Repeat name
7	Previous name
77	First name in list
9	Next name
99	Last name in list
#	Select name
*	Exit list

### Send Message Menu

While addressing and recording, press:

Key(s)	Action
1	Mark urgent
2	Request return receipt
3	Mark private
4	Request future delivery
5	Review recording
6	Rerecord
7	Add to the recording
91	Add a recipient
92	Play all recipients (and delete recipients)
*	Cancel message
#	Send message

### School General Mailbox:

On a phone with [school name] VM; press button next to display and then press VM button.

