



Release 4.2(1)



Cisco Unity at a Glance for the Standard Conversation

Published March 6, 2006

This quick-reference card provides instructions for accessing Cisco Unity by phone, and for accessing the Cisco Unity Assistant and the Cisco Unity Inbox.

The card also illustrates the main Cisco Unity menus available to you as you manage your messages by phone.



Tip

The first-time enrollment conversation plays automatically when you call Cisco Unity for the first time. You do not need to refer to this card during enrollment. Simply listen carefully, and respond as prompted.

To Access Cisco Unity by Phone

Step 1 Call Cisco Unity.
From your desk phone, dial:

From another phone within your organization, dial:

From outside your organization, dial:

Step 2 If you are calling from another phone within your organization or from outside your organization, press * when Cisco Unity answers.

Step 3 If prompted, enter your Cisco Unity ID (usually your desk phone extension), and press #.

Step 4 Enter your Cisco Unity password, and press #.
(If you forget your password, log on to the Cisco PCA and browse to the Personal Preferences page in the Cisco Unity Assistant to change it.)

In the following procedure, you use the Cisco Personal Communications Assistant (PCA) website to access the Cisco Unity Assistant and the Cisco Unity Inbox.

To Access the Cisco Unity Assistant and Cisco Unity Inbox

Step 1 Start Microsoft Internet Explorer.

Step 2 Go to
<http://<Cisco Unity server>/ciscopca>.
(Note that the URL is case-sensitive.)

Step 3 Log on to the Cisco PCA.

Step 4 Browse to the Cisco Unity Assistant or Cisco Unity Inbox pages.

Reference Information

Your Cisco Unity ID

Cisco PCA Website

Cisco Unity Domain

Cisco Unity Server

Cisco Unity System Administrator and/or Technical Support Contact Information

Additional Cisco Unity Documentation

Cisco Unity User Guide

Cisco Unity Phone Menus and Shortcuts

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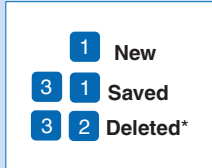


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OL-9996-01
For Cisco Unity Unified Messaging with Microsoft Exchange.

Retrieve Messages



During Message

- 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

- 1 Replay message
- 2 Save/Restore as saved*
- 3 Delete
- 4 Reply
- 4 2 Reply to all
- 4 4 Call the subscriber*
- 5 Forward message
- 6 Save as new/Restore as new*
- 7 Rewind message
- 8 Deliver e-mail or fax to fax machine*
- 9 Play message properties
- # Save as is

Find Voice Messages

5 Find messages*

- 1 From another subscriber
- 2 From all outside callers
- 3 From a specific outside caller

Send a Message

2 Send

Address and record message

- # Send message
- 1 Urgent
- 2 Return receipt
- 3 Private
- 4 Future delivery
- 5 Review recording
- 6 Rerecord
- 7 Add to recording
- 9 1 Add name
- 9 2 Hear all names (and delete names)

Change Preferences

4 Setup options

1 Greetings

2 Message settings

3 Personal settings

4 Call transfer

- 1 Record this greeting
- 2 Turn on/off alternate greeting
- 3 Edit other greetings
- 4 Hear all greetings

- 1 Change message notification
- 2 Change fax delivery*
- 3 Change menu type
- 4 Edit private lists
- 1 Pager
- 2 Home phone
- 3 Work phone
- 4 Spare phone

- 1 Keep this number
- 2 Enter new number

- 1 Select full or brief menus

- 1 Hear lists
- 2 Change names on a list

- 1 Change password

- 2 Change recorded name

- 3 Change directory listing
- 1 Change listing status

- 1 Switch between transferring calls to extension or voice mail
- 2 Change extension or phone number

Use These Keys Anytime

0 Help

* Cancel or back up

*Not available on some systems.