



Release 1.1(1)



Cisco Unity Connection at a Glance for Optional Conversation 1

Published November 11, 2005

This quick-reference card provides instructions for accessing Cisco Unity Connection by phone and for accessing the Cisco Unity web tools.

The card also illustrates the main Connection menus available to you as you manage your messages by phone using touchtone keys.



Tip

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

To Access Connection by Phone

Step 1 Call Cisco Unity Connection.
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 Connection answers.

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

Step 4 Enter your Cisco Unity Connection 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, Cisco Unity Inbox, and Cisco Unity Personal Call Transfer Rules web tools.

To Access the Cisco Unity Web Tools

Step 1 In your web browser, go to <http://<Cisco Unity Connection server>/ciscopca>. (Note that the URL is case-sensitive.)

Step 2 Log on to the Cisco PCA.

Step 3 Browse to the applicable web tool.

Reference Information

Your Cisco Unity Connection ID

Cisco PCA Website

Cisco Unity Connection Server

Connection Administrator and/or Technical Support Contact Information

Additional Cisco Unity Connection Documentation

Cisco Unity Connection User Guide

Connection Phone Menus and Shortcuts

Connection Voice Commands

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
<http://www.cisco.com>
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 526-4100



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01-8630-01
For Cisco Unity Connection Optional Conversation 1

Retrieve Messages

- 1 New
- 3 1 Saved
- 3 2 Deleted*

During Message

- 1 Rewind message
- 2 Pause/Resume
- 3 Fast-forward
- 3 3 Fast-forward to end
- 4 Slow playback
- 4 4 Slower playback
- 5 Play message properties
- 6 Fast playback
- 6 6 Faster playback
- 7 Decrease volume*
- 8 Reset volume*
- 9 Increase volume*
- # Skip message, save as is
- # # Skip message, save as new (new and saved messages)

After Message

- 1 Skip back
- 4 Replay message
- 5 Play message properties
- 6 Forward message
- 7 Delete
- 8 Reply
- 8 2 Reply to all
- 8 8 Call the user*
- 9 Save/Restore as saved*
- # Save as is
- # # Save as new/Restore as new*

Find Voice Messages

- 5 Find messages*

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

Send a Message

- 2 Send

Record and address message

- # Send now
- 1 Add name
- 3 Message options

- 1 Change address
- 2 Change recording
- 3 Set special delivery
- 4 Review message
- # Send

- 1 Add name
- 2 Hear all names
- 3 Remove name
- 1 Hear recording
- 2 Save recording
- 3 Rerecord
- 4 Add to recording
- 1 Urgent
- 2 Return receipt
- 3 Private

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
- 1 Pager
- 2 Home phone
- 3 Work phone
- 4 Spare phone

- 3 Change menu type
- 1 Select full or brief menus

- 4 Edit private lists
- 1 Hear lists
- 2 Change names on a list

- 1 Change password
- 2 Change recorded name
- 3 Change directory listing
- 1 Change listing status

Use These Keys Anytime

- 0 Help
- * Cancel or back up

*Not available on some systems.