

Release 1.2(1)



Cisco Unity Connection at a Glance for the Standard Conversation

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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 Voice Commands

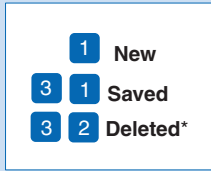
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Retrieve Messages



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 user*
- 5 Forward message
- 6 Save as new/Restore as new*
- 7 Rewind message
- 9 Play message properties
- # Save as is

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

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

2 Message settings

- 1 Change message notification
- 1 Pager
- 2 Home phone
- 3 Work phone
- 4 Mobile phone

3 Change menu style

- 1 Select full or brief menus

4 Edit private lists

- 1 Hear lists
- 2 Change names on a list

3 Personal settings

1 Change password

2 Change recorded name

3 Change directory listing

- 1 Change listing status

4 Transfer settings

Use These Keys Anytime

0 Help

* Cancel or back up

*Not available on some systems.