

Release 3.1



Cisco Unity Phone Menus for Optional Conversation 1

This document illustrates the main Cisco Unity™ menus available to you by phone with Optional Conversation 1. Your organization chose to use Optional Conversation 1 because choices in the message-retrieval menus more closely resemble the choices you are familiar with.

With Optional Conversation 1, some of the touchtone keys you use to retrieve messages by phone are different from those listed in the *Cisco Unity User Guide*. However, the features available on the Cisco Unity system with Optional Conversation 1 are identical to those described in the *Cisco Unity User Guide*.

You can refer to this document as you manage your messages by phone. Refer to the *Cisco Unity User Guide* for descriptions of Cisco Unity features and for related procedures.

To access Cisco Unity by phone

- Step 1** Dial the applicable number to call Cisco Unity:
- If you are calling Cisco Unity from inside your organization, dial the internal phone number.
 - If you are calling Cisco Unity from outside your organization, dial the external phone number.
- Step 2** If you dialed the external phone number, press * when Cisco Unity answers.
- Step 3** Enter your ID (usually your phone extension), then press #.
- Step 4** If required, enter your Cisco Unity password, then press #.

To access the ActiveAssistant

- Step 1** Start Microsoft Internet Explorer.
- Step 2** Go to <http://<Cisco Unity server>/web/aa>. (If you do not know the name of the Cisco Unity server, contact your system administrator.)
- Step 3** Log on to the ActiveAssistant, if required. (Use your Windows user name and password.)

To access the Cisco Unity Visual Messaging Interface (VMI)

- Step 1** Start Microsoft Internet Explorer.
- Step 2** Go to <http://<Cisco Unity server>/web/vmi>. (If you do not know the name of the Cisco Unity server, contact your system administrator.)
- Step 3** Log on to VMI. (Use your Windows user name and password.)

Reference Information

Cisco Unity phone number, internal

Cisco Unity phone number, external

Subscriber ID (usually your extension)

ActiveAssistant website

Cisco Unity Visual Messaging Interface website

Cisco Unity server name

Cisco Unity system administrator name and number

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Retrieve:

1 New messages

3 1 Saved messages

During message summary

- 5** Restart summary
- 6** Forward message
- 7** Delete
- 8** Reply
- 9** Save
- # #** Skip message, save as new

During message

- 1** Rewind
- 1 1** Restart message
- 2** Pause/resume
- 3** Fast-forward
- 3 3** Fast-forward to end
- 4** Slow playback
- 4 4** Slower playback
- 5** Play message summary
- 6** Fast playback
- 6 6** Faster playback
- 8** Normal volume*
- 9** Increase volume*
- #** Fast-forward to end
- # #** Skip message, save as new

*Available on some systems.

After message

- 2** Deliver e-mail or fax to fax machine*
- 4** Replay message
- 5** Play message summary
- 6** Forward message
- 7** Delete
- 8** Reply
- 9** Save
- #** Save as is

*Available only if you are using the fax option.

2 Send a message

➔ **Address and record message, then:**

- #** Send now
- 1** Message options

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

- 1** Add name
- 2** Hear current names
- 3** Remove name

- 1** Hear recording
- 2** Save recording
- 3** Rerecord
- 4** Add to recording

- 1** Urgent
- 2** Return receipt
- 3** Private
- 4** Future

4 Setup options

➔ **2** Message settings

1 Greetings and call transfer

- 1** Change greetings
- 2** Change call transfer

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

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

- 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 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