



Release 4.2(1)



Cisco Unity at a Glance for Optional Conversation 1

Published March 6, 2006

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

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.

To Access the Cisco Unity Assistant

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 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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01-9992-01
For Cisco Unity with IBM Lotus Domino.

Retrieve Messages

- 1 New
- 3 Saved

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

After Message

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

*Not available on some systems.

Send a Message

- 2 Send

Address and record message

- # Send message
- 1 Urgent
- 2 Return receipt
- 3 Private
- 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

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

3 Personal settings

- 1 Change password
- 2 Change recorded name
- 3 Change directory listing
- 1 Keep this number
- 2 Enter new number
- 1 Select full or brief menus
- 1 Hear lists
- 2 Change names on a list

4 Call transfer

- 1 Change listing status

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

*Not available on some systems.

Use These Keys Anytime

0 Help

* Cancel or back up