



## QUICK START GUIDE



## Cisco Unity Express 3.0/3.1 Voice-Mail System

### Set Up Your Voice Mailbox and Select a Language

If this is your first time accessing Cisco Unity Express and you do not have a PIN, you must call from your extension.

1. Dial the internal or external number to call Cisco Unity Express.
2. If asked for a PIN and you have one, enter it and press **#**.

You are prompted to set up a recorded name and personal greeting and change your password. To exit, press **\***.

To create a recorded name that identifies you to callers:

1. The system states you have no recorded name. To record a name, press **1**.
2. At the tone, say your first and last name. When done, press **#**.
3. Your newly recorded name plays. Press **#** to keep it or **1** to rerecord.

To record a personal greeting:

1. The standard greeting (“Sorry, <extension xxxx>/<username> is not available”) plays. To keep this greeting, press **#**.
2. To record a new standard greeting, press **1**. Say your greeting. When done, press **#**.
3. Your newly recorded greeting plays. To accept this greeting and continue, press **#**. To rerecord, press **1**.

To change your password:

1. Enter your new password, which must be at least 3 digits. Press **#** when done.
2. Re-enter your new password, then press **#**.

To change to another available language:

1. Choose **4** Setup Options, then **4** Language Options.

### Access Cisco Unity Express by Phone

Dial the Cisco Unity Express voice-mail system phone number.

- If asked for a PIN, enter it and press **#**.  
**Note:** If you are calling from someone else’s phone, you must press **\*** to enter your own ID (usually your extension) and press **#**. Then enter your PIN and press **#** again.
- If you are asked for your ID (usually your phone extension), enter it and press **#**. Then enter your PIN and press **#** again.

### Access Cisco Unity Express by Computer

1. Start Microsoft Internet Explorer.
2. Enter the address of your Cisco Unity Express server. This begins with `http://` or `https://` and contains the server hostname or IP address.
3. Log in to the application using your user ID and password. You can change your mailbox settings, change your password, create distribution lists, modify your user profile and set up voice-mail notifications (if enabled).

### Listen to Messages

Perform steps in “Access Cisco Unity Express by Phone” to reach the main voice-mail menu.

- Press **1** to listen to new messages.
- Press **3** to listen to old messages, then:
  - Press **1** to listen to saved messages.
  - Press **2** to listen to deleted messages.

During message summary or playback, you can press the following numbers:

- 1** Restart message summary or playback
- 2** Save message
- 3** Delete message
- 4** Reply to message
- 44** Initiate a Live Reply call to message sender
- 5** Forward message
- 6** Save message as new
- 7** Go back 3 seconds or, if paused, go back 3 seconds and continue playback
- 8** Pause message or, if paused, continue playback
- 9** Go forward 3 seconds or, if paused, go forward 3 seconds and continue playback
- #** Skip summary or message



**Note** Faxes can be printed. See the *Cisco Unity Express 3.0 Voice-Mail User Guide*.

### Send a Message

1. Perform the steps in “Access Cisco Unity Express by Phone” to reach the main voice-mail menu.
2. Press **2** to send a message.
3. Address message by name (default) or press **# #** to switch from addressing by name to addressing by number (extensions or distribution lists). For extensions at remote locations, enter the location ID before the extension number. Press **#** to confirm selection. Press **1** to add another name or go to next step.

4. Press **#** to start and **#** to stop recording.

**Note:** If you hang up at any point after recording your message or before selecting a message option and you have already addressed the message, your message is **still sent**. To cancel sending, press **\*** to return to the previous menu or go to Step 6.

5. Press **1** for additional message options and to address message (if not done earlier) or go to next step.
6. Press **#** to send.
7. If activated by your administrator, press **1** to leave another message for the same mailbox or **2** to leave a message for another mailbox.

### Anytime

- Press **0** to access help.
- Press **\*** to cancel, exit or back up
- Press **#** to skip or move ahead, complete or confirm addressing, accept changes, send message, and start and stop recording.

### For More Information

See the *Cisco Unity Express 3.0 Voice-Mail User Guide* at:

[http://www.cisco.com/en/US/products/sw/voicesw/ps5520/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/sw/voicesw/ps5520/products_user_guide_list.html)

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**Anytime**

# Skip or move ahead, complete or confirm addressing, accept changes, send message, start and stop recording.  
 0 Help \* Cancel, exit or back up

**To Address Messages**

Spell name, press #, select the match. Or press ## to enter by extension, then press #.  
 Press \* to cancel the selection or # to confirm the selection. Press 1 to add more names or ## to start recording.

**Retrieve Messages**

**During or After Playback**

1 New  
 3 1 Saved  
 3 2 Deleted

1 Restart  
 2 Save  
 3 Delete  
 4 Reply (and begin recording)  
 4 1 Stop recording/ listen  
 4 3 Delete recording/restart  
 4 # Stop recording  
 4 # 1 2 Mark as urgent  
 4 # 1 3 Mark as private  
 4 # # Send (see "After Recording a Reply")

44 Live reply  
 5 Forward with optional recording  
 5 1 Stop optional recording/listen  
 5 3 Delete optional recording  
 5 # Stop optional recording  
 5 # 1 1 Mark as private  
 5 # 1 2 Mark as urgent  
 5 # # Send optional recording  
 6 Save as new  
 9 Message Properties

**During Playback Only**

7 Go back 3 seconds  
 8 Pause message  
 8 7 Restart from prior 3 seconds  
 8 8 Restart

8 9 Restart from next 3 seconds  
 9 Go forward 3 seconds  
 # Skip message summary

**For a selected fax, press 8 to print**

**After Recording a Reply**

# Send  
 1 Message Options  
 1 1 Change address  
 1 2 Change recording

1 3 Special delivery options  
 1 4 Review the message  
 1 # Send  
 1 \* Cancel

**Send a Message**

2 Send

**Mail to Nonsubscribers**  
 Select Send (2), then press #4

**Enter address, then record your message.**

**During Recording**

1 Stop recording and listen  
 3 Delete recording/restart  
 # Stop recording  
 # \* Cancel message  
 # # Send message

# 1 Message options  
 (see "After Recording a Reply" above)

# 1 # 1 Mark as private  
 # 1 # 2 Mark as urgent

**Addressing**

1 Change addressing  
 1 1 Add addresses  
 1 2 Hear all addresses  
 1 3 Remove address  
 1 # Send  
 1 \* Cancel  
 2 Change recording  
 3 Change delivery type  
 3 1 Mark as urgent

3 3 Mark as private  
 3 4 Future message delivery  
 4 Review message  
 4 1 Hear recording  
 4 3 Rerecord  
 4 # Send  
 4 # 1 Mark as private  
 4 # 2 Mark as urgent  
 4 \* Return to message options

**Change Preferences**

4 Setup Options

1 Greetings  
 1 1 Rerecord greeting  
 1 2 Alternate greeting on/off  
 1 3 Edit greetings  
 1 3 1 Edit standard greeting  
 1 3 2 Edit alternate greeting  
 1 4 Hear all greetings  
 2 Message settings

2 1 Set up message notification  
 2 1 5 Cascading notification  
 2 4 Distribution lists  
 3 Personal settings  
 3 1 Change password  
 3 2 Change recorded name  
 4 Language options (if available)

**9 General Delivery Mailboxes**

First select mailbox from list.  
 Then:

1 Review new messages  
 2 Send message  
 3 Review old messages  
 4 Access setup options