Cisco Unity Connection Voicemail

LOG IN

Inside the Office at your own desk

Press the Messages button on

Enter your PIN followed by #

Outside the Office

Dial your own office telephone number or the Unity access number: (510) 987-0100

When the voicemail system answers press *

Enter your ID (extension number) followed by #

Enter your PIN followed by #

MAIN MENU

Press 1 to retrieve messages (#3 Quick Delete)

Press 2 to send a message

Press 4 for your set up options

RECORD GREETINGS

Press 4 for setup options

1,1 to record your Personal Greeting

1,2 to activate/deactivate your alternate greeting

REVIEWING MESSAGES.

Press 1 from the Main Menu to listen to new messages

While listening, options are:

[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 the end

[#,#] Skip Message

and save as is

***SAVED for 30 days

After listening, options are:

[1] Replay Message

[2] Save***

[3] Delete

[4] Reply

* Press 2 to reply to all

[5] Forward Message

[6] Save As New

[7] Rewind Message

[9] Replay Message

Properties

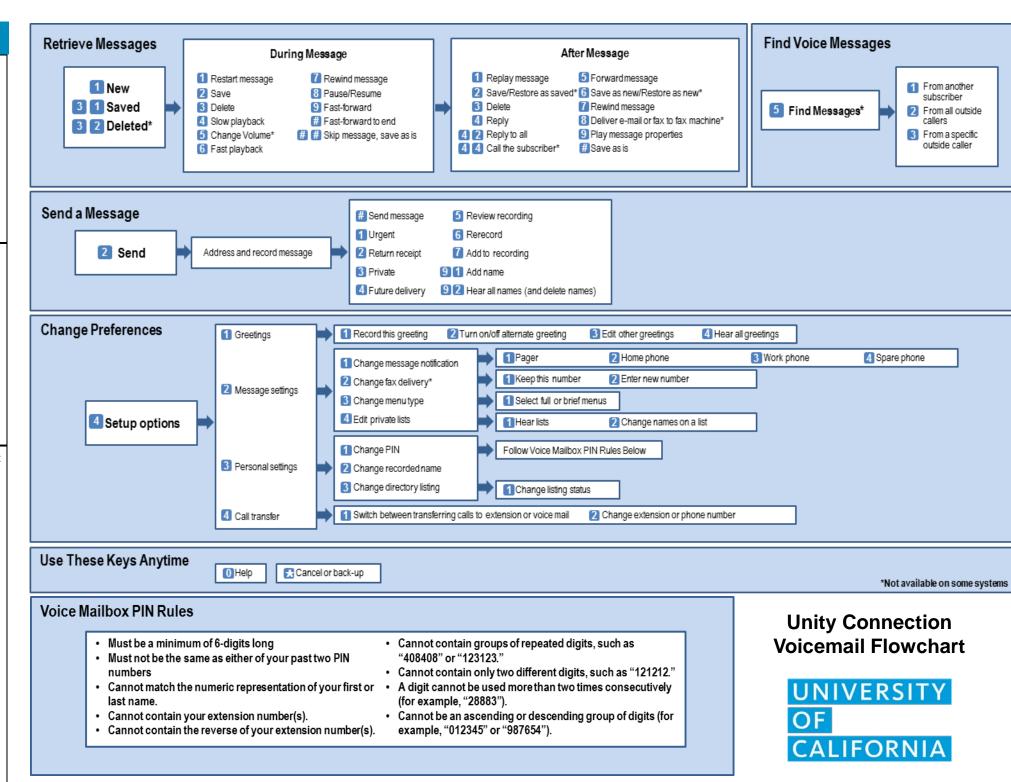
[#] Save as is

Use these keys anytime:

[0] Help

[*] Cancel or

backup [#] Skip



From another

subscriber

From all outside

3 From a specific

outside caller