CISCO SYSTEMS

Release 4.0

Cisco Unity Phone Menus for the Standard Conversation

This document illustrates the main Cisco Unity™ menus available to you by phone.

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 Cisco Unity Assistant or Cisco Unity Inbox

Step 1 Start Microsoft Internet Explorer.

Step 2 Go to **http://<Cisco Unity server>/ciscopca**. (Note that the URL is case-sensitive.)

If you do not know the name of the Cisco Unity server, contact your system administrator.

Step 3 Log on to the Cisco PCA.

Step 4 Browse to the Cisco Unity Assistant or Cisco Unity Inbox pages.

Reference Information

Cisco Unity phone number, internal

Cisco Unity phone number, external

Subscriber ID (usually your extension)

Cisco Personal Communications Assistant (PCA) website

Cisco Unity server name

Cisco Unity system administrator name and number

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Retrieve:

1 **New messages**

3 **1** **Saved messages**

Message Type Menu*
1 Voice messages
2 E-mails
3 Faxes
4 Receipts
All messages

*Available if you enabled this option.

During message
1 Restart message
2 Save
3 Delete
4 Slow playback
5 Change volume*
6 Fast playback
7 Rewind
8 Pause/resume
9 Fast-forward
Fast-forward to end
**#** Save as is

*Available on some systems.

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

*Available on some systems.

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

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

2 Message settings

1 Change message notification
2 Change fax delivery
3 Change menu style
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

3 Personal settings

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