



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 and the Cisco Unity Inbox.

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:

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From another phone within your organization, dial:

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From outside your organization, dial:

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**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 and the Cisco Unity Inbox.

## To Access the Cisco Unity Assistant and 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.)

**Step 3** Log on to the Cisco PCA.

**Step 4** Browse to the Cisco Unity Assistant or Cisco Unity Inbox 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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01-9994-01  
For Cisco Unity Voice Messaging with Microsoft Exchange.

## Retrieve Messages

- 1 New
- 3 1 Saved
- 3 2 Deleted\*

- 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 (new and saved messages)

- After Message**
- 1 Skip back
  - 2 Deliver 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/Restore as saved\*
  - # Save as is
  - # # Save as new/Restore as new\*

## Find Messages

- 5 Find messages\*

- 1 From another subscriber
- 2 From all outside callers
- 3 From a specific outside caller

## Send a Message

- 2 Send

Address and record message

- # Send message
- 1 Urgent
- 2 Return receipt
- 3 Private
- 4 Future delivery
- 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

2 Message settings

3 Personal settings

4 Call transfer

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

- 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 a list

- 1 Change password
  - 2 Change recorded name
  - 3 Change directory listing
- 1 Change listing status

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

## Use These Keys Anytime

0 Help

\* Cancel or back up

\*Not available on some systems.