



Release 4.0(3)

Cisco Unity at a Glance for the Standard Conversation

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This quick-reference card provides instructions for logging on to Cisco Unity™ by phone, and for accessing the Cisco Unity Assistant and the Cisco Unity Inbox. It also illustrates the main Cisco Unity menus available to you by phone.

Use this card as you manage your messages by phone, and to access the Cisco Unity Assistant and the Cisco Unity Inbox. Refer to the *Cisco Unity User Guide* for descriptions of Cisco Unity features and for related procedures.



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** Dial the applicable number to call Cisco Unity:
- If you are calling from inside your organization, dial the internal phone number.
 - If you are calling 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 #.

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** Open a web browser.
- Step 2** Go to <http://10.140.252.110/ciscopca/home.do> (Note that the URL is case-sensitive.)
- Step 3** Log on to the Cisco PCA.
- Step 4** Browse to the Cisco Messaging Assistant or Cisco Web 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 domain name

Cisco Unity system administrator name and number

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OL-4730-01
For Cisco Unity with Microsoft Exchange.

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

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 1 Pager 2 Home phone 3 Work phone 4 Spare phone

2 Change fax delivery 1 Keep this number 2 Enter new number

3 Change menu style 1 Select full or brief menus

4 Edit private lists 1 Hear lists 2 Change names on 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