



Voice Mail Menus and Shortcuts

Accessing Voice Mail

1. From your desk phone:
 - Press the Messages button on your phone.
2. If you are calling from another phone within your organization press * when Cisco Unity Connection answers.
3. If prompted, enter your desk phone extension and press #.
4. Enter your password and press #. -(initial password is 113366)

Main Menu Shortcuts

1	Play new messages
2	Send a message
3	Review old messages
4	Change setup options
4,1	Change greetings
4,1,2	Turn on/off alternate greeting
4,2,1	Change message notification
4,2,3	Choose full or brief menus
4,4	Change transfer settings
5	Find messages
5,1	Find messages from a user
5,2	Find messages from all outside callers
5,3	Find messages from a specific outside caller

During Message Menu

While listening to a message, press:

Key(s)	Action
1	Repeat message
2	Save
3	Delete
4	Slow playback
5	Change volume
6	Fast playback
7	Rewind
8	Pause/Resume
9	Fast-forward
##	Skip message, save as is

After Message Menu

After listening to a message, press:

Key(s)	Action
1	Repeat message
2	Save
3	Delete
4	Reply
42	Reply to all
44	Call the sender
5	Forward message
6	Save as new
7	Rewind
8	Send to fax machine for printing
9	Play message properties
#	Save as is

Selecting Recipients

To select recipients from a list, press:

Key(s)	Action
0	Help
1	Repeat name
7	Previous name
77	First name in list
9	Next name
99	Last name in list
#	Select name
*	Exit list

Send Message Menu

While addressing and recording, press:

Key(s)	Action
1	Mark urgent
2	Request return receipt
3	Mark private
4	Request future delivery
5	Review recording
6	Rerecord
7	Add to the recording
91	Add a recipient
92	Play all recipients (and delete recipients)
*	Cancel message
#	Send message