

## SETTING UP YOUR VOICEMAIL BOX

### From Your Phone

- Press **Messages Key**
- Enter the **Default Password 112233 #**
- Follow the prompts to:
  - Record first and last name (press # to end recording)
  - Record greeting or choose standard greeting (press # to end recording)
- Enter your **New Password**

Set up is complete when voicemail announces:  
"Your Voice Mail Box is now set-up"

## ACCESSING VOICEMAIL

### From Your Own Extension

- Press **Messages** Button
- Enter password, then #

### From Another Extension

- Press **Messages** Button
- Press # when voicemail answers
- Enter ID (Extension Number), then #
- Enter password, then #

### From Off-Site

- Dial **your own phone number**
- Press # when voicemail answers
- Enter ID (Extension Number), then #
- Enter password, then #

### Return to Menu & Exit Voicemail

- \* - Cancel action or back up a menu
- # - Skip or move ahead

## DIRECT TRANSFER TO VOICEMAIL

- With call in progress, press **Transfer** soft key, Dial \* followed by the **Extension Number**
- Press **Transfer** soft key to complete transfer
- *Be sure to press the second Transfer quickly to release the call.*

**To go back to the main menu dial \*.**

## MAIN MENU and SHORTCUTS

- 1 - Hear New Message
- 2 - Send a Message
- 3 - Review old Message
- 4 - Change Setup Options
- 41 - Change Greetings
- 412 - Turn on/off Alternate Greeting
- 421 - Change message notification
- 423 - Choose full or brief menus
- 432 - Change Recorded name

## MESSAGE REVIEW

### While message is playing

- 1 - Restart Message
- 2 - Save
- 3 - Delete Message
- 4 - Slow Playback
- 6 - Fast Playback
- 7 - Rewind five seconds
- 8 - Pause/Playback  
*Press Again to Resume*
- 9 - Fast Forward to end
- # - Skip to end of Message
- ## - Skip message, save as is

### After message plays

- 1 - Replay Message
- 2 - Save / Restore as Saved Message
- 3 - Delete Message
- 4 - Reply to Message
- 42 - Reply to All
- 44 - Call the Subscriber
- 5 - Forward Message
- 6 - Save Message as New / Restore as New
- 7 - Rewind five seconds
- 9 - Play message properties (Gives you time & date)
- # - Save as is

*NOTE: While checking messages, if you accidentally hang up and not save a voicemail message, then your message light will remain on as if you have a new message.*

# SDUHSD

## Cisco Unity Voice Mail Quick Reference Guide



Presented by:

# Trace 3

## Change Preferences

