

Cisco Unity Express Voice-Mail System

Use These Keys Anytime During any Changes

* Cancel or back-up

Skip or move ahead

FIRST TIME YOU LOG IN

To Configure Cisco Unity:

Step 1 Press the Message button.

Step 2 Enter a PIN (Default PIN 2580852)

Step 3 Please follow system instructions for the following:

- Record your name
- Set up a new PIN (password)
- Record your greeting
- WAIT until you hear "You Have Finished Enrollment" then hang up

To Check Messages from your telephone:

Step 1 Press the Message button and log on.

Step 2 Press 1 to hear new messages, or press 3 to review old messages.

Step 3 Use the following keys to manage your messages and to control playback.

Use These Keys During a Message

1 Repeat
7 Skip back
2 Save
9 For Message Properties
3 Delete
18 Mark this message
urgent 4 Reply
* Cancel message playback
5 Forward message
0 For help

Use These Keys After a Message

1 Repeat
6 Mark it new
2 Save
7 Skip back
3 Delete
9 For message
properties 4 Reply
* Cancel play message
5 Forward message
0 For help

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To Check Messages from outside the office:

- Step 1 Dial your full 10-digit phone number
- Step 2 When the greeting begins to play, Press *
- Step 3 Enter 10-digit phone number then press #.
- Step 4 Enter your PIN (password) then press #

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Change Your PIN (password):

- Step 1 Press the Message button and log on.
- Step 2 Press 4 >3 >1.
- Step 3 Enter a new PIN (password) and press #.
- Step 4 Enter the new PIN (password) again to confirm it and press #.

To Change Your Recorded Name:

- Step 1 Press the Message button and log on.
- Step 2 Press 4 >3 >2.
- Step 3 At the tone, record your name, press # to end recording or press * to keep the current recording.

To Record a Greeting:

- Step 1 Press the Message button and log on.
- Step 2 Press 4>1>1.
- Step 3 After Cisco Unity plays your current greeting, press 1 to re-record it, or press 3 to record a different greeting, choose the greeting, and then rerecord it.

To Enable or Disable a Greeting:

(You can enable or disable only your alternate greeting by phone.)

- Step 1 Press the Message button and log on.
 - Step 2 Press 4 >1 >1.
 - Step 3 After Cisco Unity plays your current greeting, press 2 to enable or disable your alternate greeting.
- Note: When your alternate greeting is enabled, it overrides all other greetings.

To Reply to a Message:

- Step 1 After listening to the message, press 4.
 - Step 2 Record your reply.
 - Step 3 Press # to send the reply, or press 1 for message options.
- Message Options are the same as above.
- Step 4 Follow the Cisco Unity conversation to handle the original message.

To Forward a Message:

- Step 1 After listening to the message, press 5.
 - Step 2 Follow the Cisco Unity conversation to address the forwarded message.
 - Step 3 Press # to forward the message as is, or press 2 to record an introduction, or press 3 for message options.
 - Step 4 Press # to forward the message as is, or press 1 for message options.
- Message Options are the same as above.