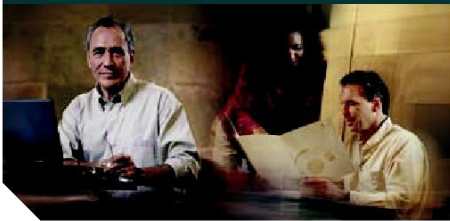




Release 4.0(4)



Cisco Unity at a Glance

This quick-reference card provides instructions for accessing Cisco Unity by phone and for accessing the Cisco Unity Assistant.

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 Voicemail

Call Cisco Unity.

From your desk phone:

- Press the "MESSAGES" Key or Dial Extension "5100"
- Dial your Password

From another phone within your organization:

- Press the "MESSAGES" Key or Dial Extension "5100"
- Dial "*"
- Dial your Mailbox ID number (usually your desk phone extension)
- Dial your Password

From outside your organization:

- Dial the main number of your School
- When Cisco Unity answers
- Dial "*"
- Dial your Mailbox ID number (usually your desk phone extension)
- Dial your Password

Tutorial

The first step into voice mail is going through the tutorial and setting up your mailbox. The system will ask you a few simple questions.

They are as follows:

Record your first & last name

Once your name has been recorded, it will be inserted in different places throughout the voice processing system. For instance, when you access your voice mail, the voice mail will say "Hello" and then insert the name that you recorded.

Record personal greeting

This is the recording your callers will receive when they are transferred into your voice mailbox.

Tip: Leave a three second delay before you start your recording. This prevents the caller from receiving a cut-off greeting when being transferred to your mailbox.

Password

This prevents others from accessing your voice mail messages. Your password may be 3-10 digits in length.

- If at anytime you forget your password, please notify your administrator.
- Your first time password is 6341550

Sample Greetings

Hello, this is _____. I'm not able to take your call at this time. If you need immediate assistance, please dial "0" now. If not, please leave a detailed message and I will return your call at my next earliest convenience.

Hello, this is _____. I'm not able to take your call at this time. If you need information about [Subject] please hang up and contact [Person] at [Ext. # or Phone #]. If you need immediate assistance please dial "0" now. If not, please leave a detailed message and I will return your call at my next earliest convenience.

Hello, this is _____. I will be out for [Reason] till [Date]. If you need immediate assistance please dial "0" now. If not, please leave a detailed message and I will return your call when I return.

Help Desk

- Lift Handset
- Dial "4-HELP"

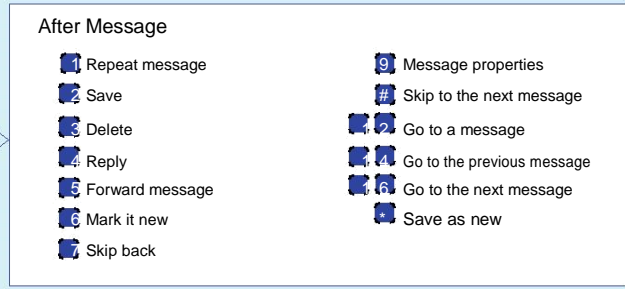
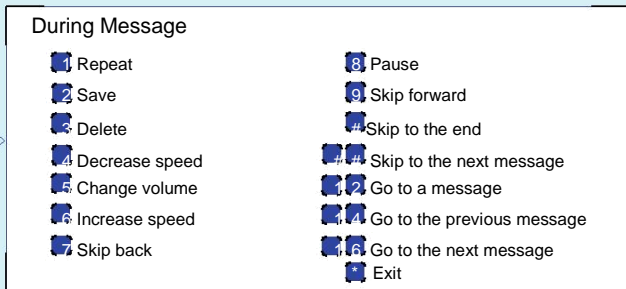
Transfer to Voice Mail

- Press "Transfer"
- Dial "**"
- Dial the extension number
- Press "Transfer"

To Receive Outside Calls To Your Classroom:

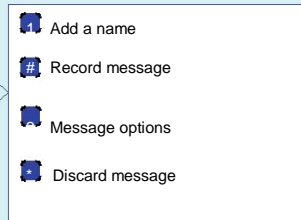
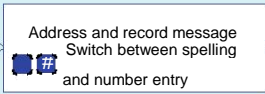
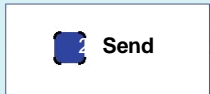
Access Voice Mail (Press) + Enter Password + Dial □ (To Change Call forwarding) + Dial □ + Dial ⊙ (1 will enable and disable this feature)

Retrieve Messages

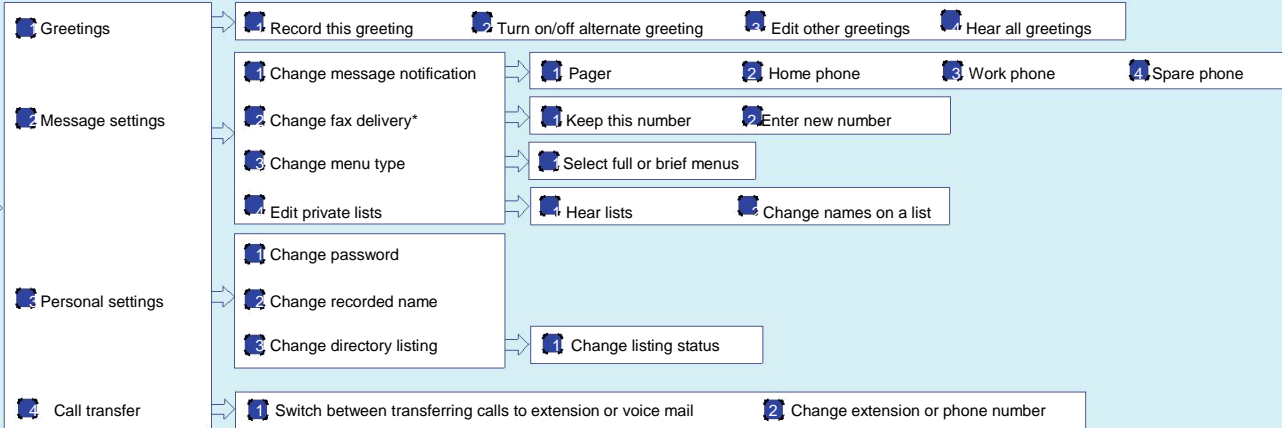


*Not available on some systems.

Send a Message



Change Preferences



Use These Keys Anytime



