Unity VoiceMail User Guide:

Use These Keys Anytime During any Changes

<table>
<thead>
<tr>
<th>KEY</th>
<th>TASK</th>
<th>KEY</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Cancel or back up</td>
<td>#</td>
<td>Skip or move ahead</td>
</tr>
</tbody>
</table>

FIRST TIME YOU LOG IN

To Enroll on Cisco Unity:

**Step 1** Call in to Unity  
(408) 924-6800

**Step 2** Enter a password. (Default password is 1234)
**Step 3** Please follow system instructions for the following:
  • Record your name.
  • Set a new password.
  • Record your greeting.
**Step 4** Please wait until you hear “You Have Finished Enrollment” then hang up.

To Check Messages from outside the office:

**Step 1** Dial the Main Number 1 (408) 924-6800
**Step 2** When the greeting begins to play, Press *
**Step 3** Enter your extension number, then press #.
**Step 4** Enter your password then 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, or press * to keep the current recording.

Use These Keys as You Record

<table>
<thead>
<tr>
<th>KEY</th>
<th>TASK</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Pause or Resume</td>
<td>#</td>
<td>End Recording</td>
</tr>
</tbody>
</table>
To Change Your Password:

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

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 rerecord it, or press 3 to record a different greeting, choose the greeting, 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.*
During Message Menu and Shortcuts (Standard Conversation)

While listening to a message, press:

<table>
<thead>
<tr>
<th>Action</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restart message</td>
<td>1</td>
</tr>
<tr>
<td>Play previous message</td>
<td>14</td>
</tr>
<tr>
<td>Play next message</td>
<td>16</td>
</tr>
<tr>
<td>Save</td>
<td>2</td>
</tr>
<tr>
<td>Delete</td>
<td>3</td>
</tr>
<tr>
<td>Forward message</td>
<td>5</td>
</tr>
<tr>
<td>Slow playback</td>
<td>6 4</td>
</tr>
<tr>
<td>Fast playback</td>
<td>6 6</td>
</tr>
<tr>
<td>Rewind message</td>
<td>7</td>
</tr>
<tr>
<td>Pause or resume</td>
<td>8</td>
</tr>
<tr>
<td>Fast-forward</td>
<td>9</td>
</tr>
<tr>
<td>Fast-forward to end</td>
<td>#</td>
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