

Cisco Unity Additional Voicemail Options

To access Voicemail from your phone: Press the Messages button on your phone. Enter your PIN. Press #.

To access Voicemail from another location: Dial 856-256-5000. Enter your ID (your personal 10-digit phone number). Press #. Enter your PIN. Press #.

1 - Listen to messages



While Listening to Message

- 1 - Repeat
- 2 - Save
- 3 - Delete
- 4 - Slow
- 5 - Volume
- 6 - Fast
- 7 - Rewind
- 8 - Pause or resume
- 9 - Fast forward
- * - Cancel playing messages
- # - Skip to end of message
- 0 - Help

After Message Playback

- 1 - Repeat
- 2 - Save
- 3 - Delete
- 4 - Reply
- 5 - Forward
- 6 - Save as new
- 7 - Rewind
- 9 - Message properties
- * - Cancel playing messages
- 0 - Help

2 - Send messages

Record the message
Press #

First Destination

Either spell the name of the recipient or press ## to enter the 10-digit extension of the recipient
Press #
The name will be announced
If correct, press # or to cancel press *
- Send the message

Special Delivery

- 1 - Mark urgent
- 2 - Return receipt
- 3 - Mark private
- 4 - Future delivery
- 5 - Review
- 6 - Re-record
- 7 - Add to message
- 91 - Add name
- 92 - Hear/delete names
- 95 - Copy yourself
- * - Cancel
- # - Send the message
- 0 - Help

3 - Review messages

- 1 - Saved Messages
- 2 - Deleted Messages

4 - Setup options

1 - Greetings

- 1 - Re-record standard greeting
- 2 - Alternate greeting on/off
- 3 - Edit other greetings
- 4 - Hear all greetings

2 - Message settings

- 1 - Change message notification
- 3 - Change menu type

3 - Preferences

- 1 - Change pin
- 2 - Record name

4 - Transfer settings

- 1 - Standard rule
- 2 - Alternate rule
- 3 - Office closed rule

- 1 - Enable
- 2 - Send to voicemail
- 3 - Send to number

- 1 - Pager
- 2 - Home phone
- 3 - Work phone
- 4 - Mobile phone

1 - Select full or brief menus

