



Cisco Unity at a Glance for Standard Conversation

This diagram illustrates the main Cisco Unity™ menus available to you by phone.

You can refer to this diagram as you manage your messages by phone. Refer to the *Cisco Unity User Guide* for descriptions of Cisco Unity features, and for related procedures.

To access messages by phone

- Step 1 Dial the internal or external Cisco Unity phone number.
- Step 2 If you dialed the external phone number, press * when Cisco Unity answers.
- Step 3 Enter your ID, if required, then press #.
- Step 4 Enter a password, if required.

To access the ActiveAssistant

- Step 1 Start Microsoft Internet Explorer.
- Step 2 Enter **http://<your server name>/web/aa**. (If you do not know the address, contact your system administrator.)
- Step 3 Enter your network user name and password, if required. (Use your Windows user name and password, not your Cisco Unity password.)

To access the Cisco Unity Visual Messaging Interface (VMI)

- Step 1 Start Microsoft Internet Explorer.
- Step 2 Enter **http://<your server name>/web/vmi**. (If you do not know the address, contact your system administrator.)
- Step 3 Enter your network user name and password, if required. (Use your Windows user name and password, not your Cisco Unity password.)

Reference Information

Cisco Unity phone number, internal

Cisco Unity phone number, external

ID (extension)

ActiveAssistant website address

Cisco Unity Visual Messaging Interface website address

Server name

System administrator name and number

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Listen to:

1 New messages

3 Old messages

- 1 Hear messages
- 2 Remove deleted messages

During message summary

- 1 Restart summary
- 2 Save message
- 3 Delete
- 4 Reply
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 8 Pause/resume
- # Skip summary

During message

- 1 Restart message
- 2 Save
- 3 Delete
- 4 Slow playback
- 5 Change volume*
- 6 Fast playback
- 7 Rewind
- 8 Pause/resume
- 9 Fast-forward
- # Fast-forward to end
- # # Save as new

*Available on some phone systems.

After message

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 8 Deliver e-mail or fax to fax machine*
- 9 Play message summary
- # Save as new

*Available only if you are using the fax option.

2 Send a message

Address and record message, then:

Send now

1 Message options

- 1 Change address
- 2 Change recording
- 3 Set special delivery
- 4 Review message
- # Send

1 Add name 2 Hear all names 3 Remove name

1 Hear recording 2 Save recording 3 Rerecord 4 Add to recording

1 Urgent 2 Return receipt 3 Private 4 Future

4 Setup options

1 Greetings and call transfer

2 Message settings

3 Personal settings

- 1 Change greetings
- 2 Change call transfer

- 1 Change message notification
- 2 Change fax delivery
- 3 Change menu type
- 4 Edit private lists

- 1 Change password
- 2 Change recorded name
- 3 Change directory listing

1 Record this greeting 2 Turn on/off alternate greeting 3 Edit other greetings 4 Hear all greetings

1 Switch between transferring calls to extension or voice mail 2 Change extension or phone number

1 Pager 2 Home phone 3 Work phone 4 Spare phone

1 Keep this number 2 Enter new number

1 Select full or brief menus

1 Hear lists 2 Change names on list

1 Change listing status

Use these keys anytime

0 Help

* Cancel or back up

Skip or move ahead