

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.

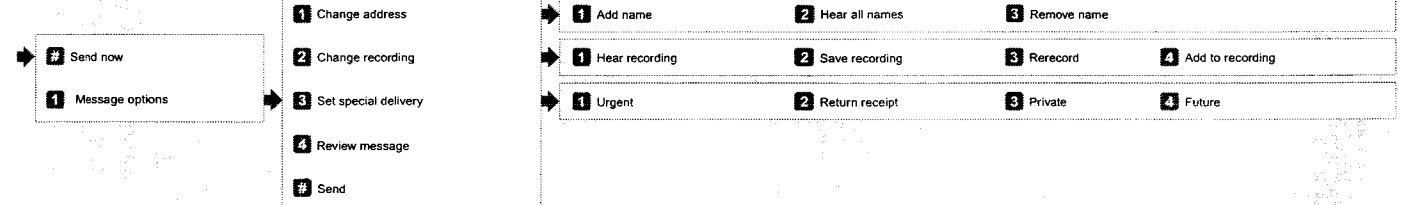
After message

- 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

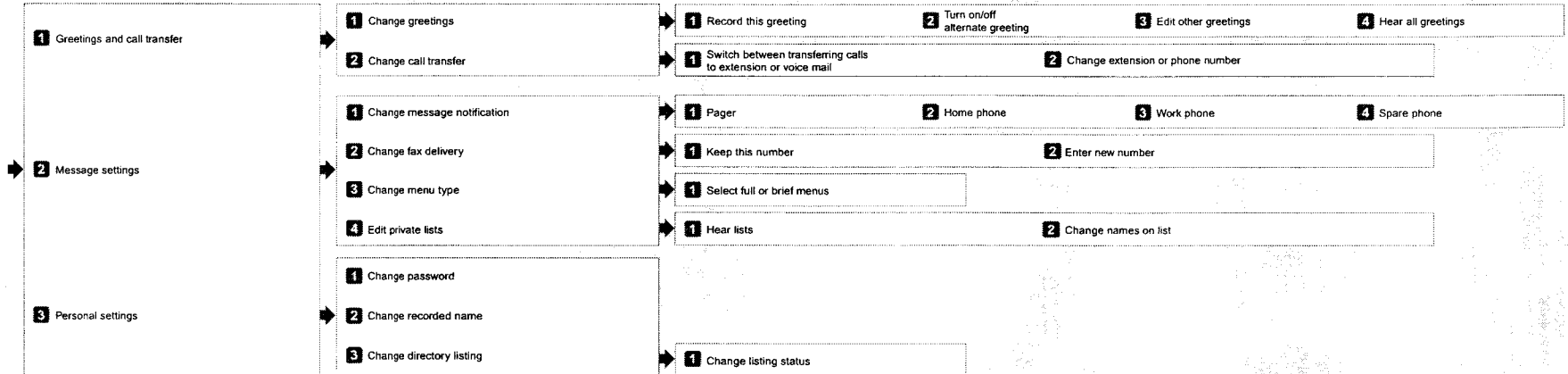
*Available only if you are using the fax option.

2 Send a message

Address and record message, then:



4 Setup options



Use these keys anytime

- 0 Help
- * Cancel or back up
- # Skip or move ahead



Release 3.1



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 **2** when Cisco Unity answers.
- Step 3 Enter your ID, if required, then press **2**.
- 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

2001

Cisco Unity phone number, external

ID (extension)

4533

ActiveAssistant website address

7, 510456.MSU Billings, edg
Exchange

Cisco Unity Visual Messaging Interface website address

Server name

domain
msu billings

System administrator name and number

Corporate Headquarters
 Cisco Systems, Inc.
 170 West Tasman Drive
 San Jose, CA 95134-1706
 USA
<http://www.cisco.com>
 Tel: 408 526-4000
 800 553-NEETS (6387)
 Fax: 408 526-4100



Copyright © 2001 Cisco Systems, Inc. All rights reserved. Cisco, Cisco IOS, Cisco Systems, and the Cisco Systems logo are registered trademarks of Cisco Systems, Inc. or its affiliates in the U.S. and certain other countries. All other brands, names, or trademarks mentioned in this document or Web site are the property of their respective owners. The use of the word "partner" does not imply a partnership relationship between Cisco and any other company. (0011R)

Printed in the USA on recycled paper containing 10% postconsumer waste
 78-12915-01
 DOC-7813915-