

Voicemail Instructions and Shortcut Keys

Cisco Unity Connection



Access the Cisco voicemail system by dialing:

- **On-campus:** 5-6245 (5-MAIL)
- **Off-campus:** 303-735-6245

Main Menu

Key	Task
1	Hear new messages
2	Send a message
3	Review old messages
4	Change setup options*

* Refer to next page for options after entering setup options menu

During Message

Key(s)	Task
1	Restart message
2	Save
3	Delete
4	Slow playback
6	Fast playback
7	Rewind message
8	Pause/resume
9	Fast-forward
#	Fast-forward to end
# > #	Save as is
*	Return to Main Menu

After Message

Key	Task
1	Replay message
2	Save
3	Delete
5	Forward message
6	Save as new
7	Rewind
9	Play message properties
#	Save as is
*	Return to Main Menu

Main Menu Shortcuts

Keys	Task
4 > 1	Change greetings
4 > 1 > 2	Turn on/off alternate greeting
4 > 2 > 1	Change message notification
4 > 2 > 3	Choose full or brief menus
4 > 3 > 1	Change phone password
4 > 3 > 2	Change recorded name
4 > 4	Change call transfer

During Message Shortcuts

Key(s)	Task
# > 3	Skip + delete message
# > 4	Skip + reply
# > 4 > 2	Skip + reply to all
# > 5	Skip + forward message
# > 6	Skip + save as new
# > 9	Skip + play message properties
# > #	Skip + save as is
*	Return to Main Menu

After Message Shortcuts

Key	Task
#	Send message
3	Play message
4	Re-record
5	Add to message
6	Discard message



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Voicemail Setup Options

Press **4** in **Main Menu** to access the Setup Options menu.

Greetings - 1 Pressed

Keys	Task
1•1	Re-record greeting
1•2	Alternate greeting on/off
1•3	Edit greetings
1•3•1	Edit standard greeting
1•3•2	Edit closed greeting
1•3•3	Edit alternate greeting
1•3•4	Edit busy greeting
1•3•5	Edit internal greeting
1•3•6	Edit holiday greeting

Message Settings - 2 Pressed

Keys	Task
2•1	Set message notification
2•1•1	Set pager
2•1•2	Home phone
2•1•3	Work phone
2•1•4	Mobile phone
2•3	Menu style
2•3•1	Enable brief menu
2•4	Private lists
2•4•1	Hear private list
2•4•2	Change names of private list

Preferences - 3 Pressed

Keys	Task
3•1	Change PIN
3•2	Change recorded name
3•3	Directory listing

Transfer Settings - 4 Pressed

Keys	Task
4•1	Standard transfer rule
4•1•2	Send to Voicemail
4•1•3	Change number call is transferred to
4•2	Alternate transfer rule
4•2•1	Enable
4•2•2	Send to voicemail
4•2•3	Change number call is transferred to
4•3	Closed transfer rule
4•3•1	Enable
4•3•2	Send to Voicemail
4•3•3	Change number call is transferred to

When in Setup Options menus, the following can be pressed at any time:

- 0** - Help
- *** - Exit

