CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Cisco Unity Voice Mail Commands

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Retrieve:

- 1 New messages
- 3 1 Saved messages

Message Type Menu

- 1 Voice Messages
- 4 Receipts
- # All messages

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 is

After message

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Reply
- 4 2 Reply to all
- 4 4 Call the subscriber
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 9 Play message properties
- # Save as is

2 Send a message

Address and record message, then:

- # Send now
- 1 Message options
  - 1 Change address
    - 1 Add name
    - 2 Hear current names
    - 3 Remove name
  - 2 Change recording
    - 1 Hear recording
    - 2 Save recording
    - 3 Rerecord
    - 4 Add to recording
  - 3 Set special delivery
    - 1 Urgent
    - 2 Return receipt
    - 3 Private
    - 4 Future
  - 4 Review message
  - # Send

4 Setup options

- 1 Greetings and call transfer
  - 1 Change greetings
    - 1 Record this greeting
    - 2 Turn on/of alternate greeting
    - 3 Edit other greetings
    - 4 Hear all greetings
- 2 Message settings
  - 1 Change message notification
    - 1 Pager
    - 2 Home phone
    - 3 Work phone
    - 4 Spare phone
  - 3 Change menu style
    - 1 Select full or brief menus
  - 4 Edit private lists
    - 1 Hear lists
    - 2 Change names on list
- 3 Personal settings
  - 1 Change password
  - 2 Change recorded name
  - 3 Change directory listing
    - 1 Change listing status

Use these keys anytime:

- 0 Help
- * Cancel or back up