



## Cisco Unity Phone Menus and Shortcuts

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This card lists the most frequently used Cisco Unity™ menus and shortcut key sequences for managing your messages and personal options by phone.



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For the Cisco Unity standard conversation.

## Call Cisco Unity and Log On

If you are calling from inside your organization, dial this number:

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If you are calling from outside your organization, dial this number:

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Your Cisco Unity ID is:

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For security reasons, record your password in a place other than on this card.

## Main Menu

**Key Task**

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

## Message Type Menu<sup>\*</sup>

**Key Task**

1	Voice messages
2	E-mails
3	Faxes
4	Receipts
#	All messages

<sup>\*</sup>Available only if you enabled this menu in the Cisco Unity Assistant.

## During Message Menu

While listening to a message, press:

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

\*Not available on some systems.

## After Message Menu

After listening to a message, press:

Key(s)	Task
1	Replay message
2	Save
3	Delete
4	Reply
42	Reply to all
44	Call the subscriber*
5	Forward message
6	Save as new
7	Rewind
8	Send e-mail or fax to a fax machine*
9	Play message properties
#	Save as is

\*Not available on some systems.

## Shortcuts

While listening to the Main menu, press:

Keys	Task
41	Change greetings
412	Turn on/off alternate greeting
421	Change message notification
422	Change fax delivery*
423	Choose full or brief menus
431	Change phone password
432	Change recorded name
44	Change call transfer

\*Not available on some systems.

While listening to a message, press:

Keys	Task
#3	Skip + delete message
#4	Skip + reply
#42	Skip + reply to all
#5	Skip + forward message
#6	Skip + save as new
#8	Skip + send e-mail/fax to fax*
#9	Skip + play message properties
##	Skip + save as is

\*Not available on some systems.

After recording a message, press:

Keys	Task
11	Change addressing
12	Change recording
13	Set special delivery
14	Review recorded message