

Unity Voice Mail Menu Access and Shortcuts For Springfield Local School District

Accessing Cisco Unity (Voice Mail)

1. Call Cisco Unity.

From your desk phone, dial: **21000** or
press message button

From another phone within your
organization, dial: **21000**

From outside your organization, dial:
330-798-1111

2. If you are calling from another phone
within your organization or from outside
your organization, press * when Cisco
Unity answers.

3. If prompted, enter your Cisco Unity ID
(Your 6-digit desk phone extension), and
press #.

4. Enter your password, and press #.

Main Menu

Key(s) Task

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

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
- ##- Skip message, save as is

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
- 5- Forward message
- 6- Save as new
- 7- Rewind message
- 9- Play message properties
- #- Save as is

Shortcuts

While listening to Main menu, press:

Key(s) Task

- 41- Change greetings
- 412- Turn on/off alternate greeting
- 421- Change message notification
- 431- Change phone password
- 432- Change recorded name
- 44- Change call transfer

After recording a message, press:

Key(s) Task

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

While listening to a message, press:

Key(s) Task

- #4- Reply
- #42- Reply to all
- #5- Forward message
- #6- Save as new
- #9- Play message properties

Forward Phone to Voice Mail:

- 1- Press Call Forward All
- 2 – Dial: 21000