



Cisco Unity Connection at a Glance for the Standard Conversation

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This quick-reference card provides instructions for accessing Cisco Unity Connection by phone and for accessing the Cisco Unity web tools.

The card also illustrates the main Connection menus available to you as you manage your messages by phone using touchtone keys.

Tip The first-time enrollment conversation plays automatically when you call Connection for the first time. You do not need to refer to this card during enrollment. Listen carefully, and respond as prompted.

To Access Connection by Phone

Step 1 Call Cisco Unity Connection. From your desk phone, dial:

4900 or press the Envelopes/Msgs icon button.

From another phone within your organization, dial:

4900

From outside your organization, dial:

301-228-4900

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

Step 3 If prompted, enter your Cisco Unity Connection ID (usually your desk phone extension), and press #.

Step 4 Enter your Cisco Unity Connection password, and press #. (password is your PIN here)

(If you forget your password, log on to the Cisco PCA and browse to the Personal Preferences page in the Cisco Unity Assistant to change it.)

In the following procedure, you use the Cisco Personal Communications Assistant (PCA) website to access the Cisco Unity Assistant, Cisco Unity Inbox, and Cisco Unity Personal Call Transfer Rules web tools.

To Access the Cisco Unity Web Tools

Step 1 In your web browser, go to <http://<Cisco Unity Connection server>/ciscopca>. (Note that the URL is case-sensitive.)

Step 2 Log on to the Cisco PCA.

Step 3 Browse to the applicable web tool.

Reference Information

Your Cisco Unity Connection ID:

Last 4 digits of phone number

Cisco PCA Website:

<https://ciscoVoipMail/ciscopca>

Cisco Unity Connection Server:

<https://ciscoVoipMail>

Connection Administrator and/or Technical Support Contact Information:

NCI at Frederick Helpdesk
301-846-5115
fredhelpdesk@nih.gov

Additional Cisco Unity Connection Documentation

Cisco Unity Connection User Guide
Connection Phone Menus and Shortcuts
Connection Voice Commands

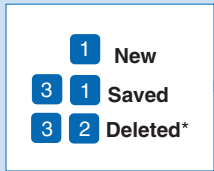
Corporate Headquarters

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

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For Cisco Unity Connection Standard Conversation

Retrieve Messages



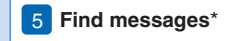
During Message

- | | |
|-------------------|------------------------------|
| 1 Restart message | 7 Rewind message |
| 2 Save | 8 Pause/Resume |
| 3 Delete | 9 Fast-forward |
| 4 Slow playback | # Fast-forward to end |
| 5 Change volume* | # # Skip message, save as is |
| 6 Fast playback | |

After Message

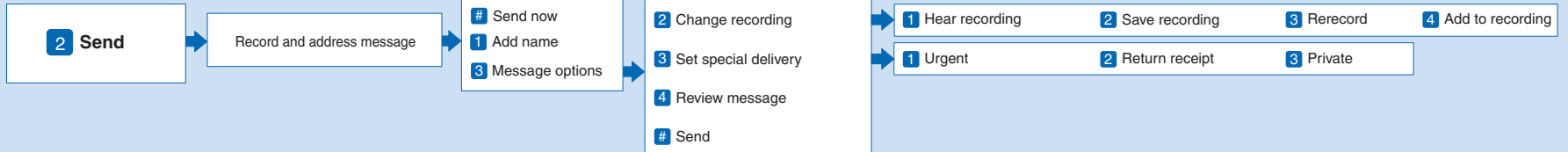
- | | |
|--------------------------|-------------------------------|
| 1 Replay message | 5 Forward message |
| 2 Save/Restore as saved* | 6 Save as new/Restore as new* |
| 3 Delete | 7 Rewind message |
| 4 Reply | 9 Play message properties |
| 4 2 Reply to all | # Save as is |
| 4 4 Call the user* | |

Find Voice Messages

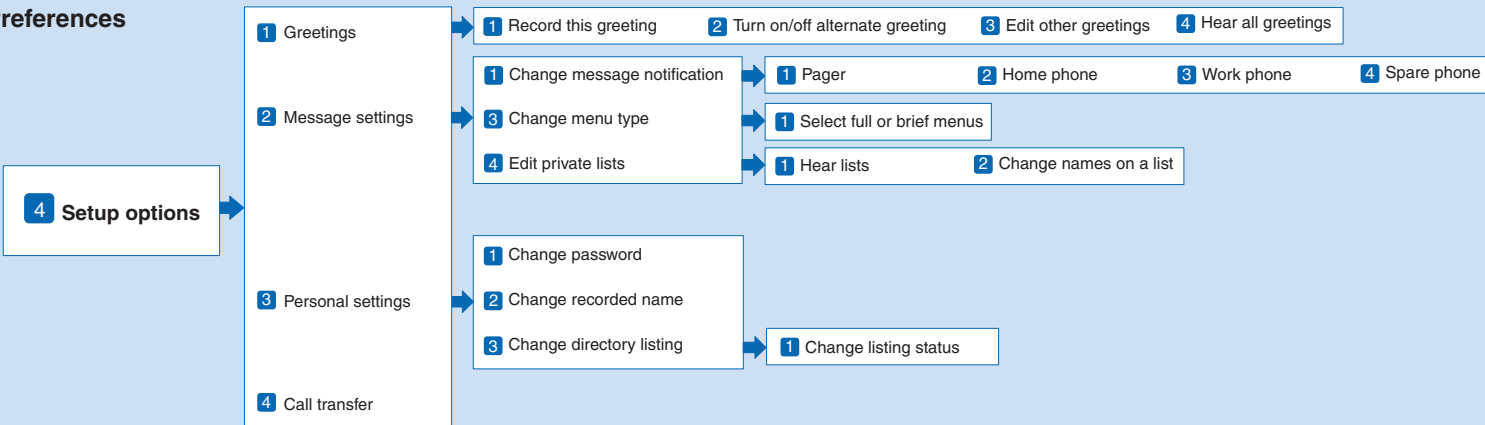


- | |
|----------------------------------|
| 1 From another user |
| 2 From all outside callers |
| 3 From a specific outside caller |

Send a Message



Change Preferences



Use These Keys Anytime



*Not available on some systems.