

Voicemail Instructions and Shortcut Keys

Cisco Unity Connection



Access the Cisco voicemail system by dialing:

In District: Press the voicemail button 
 Out of District: 616-528-6100

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



Technology Department

CALEDONIA COMMUNITY SCHOOLS DISTRICT

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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



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