

# UConn

UNIVERSITY OF CONNECTICUT

Cisco Unity Connection

# Voicemail

with Unified Messaging

To Call  
Voicemail

**From your phone:**

- Dial **6-5555**
- Enter your **PIN** followed by **#**

**From another campus phone:**

- Dial **6-5555**
- Press **\***
- Enter your **Mailbox ID** number, followed by **#**
- Enter your **PIN** followed by **#**

**From an outside line:**

- Dial **(860) 486-5555**
- Press **\***
- Enter your **Mailbox ID** number, followed by **#**
- Enter your **PIN** followed by **#**

**Mailbox ID number:**

7 or 10-digit extension number

**Starter PIN: 1 4 7 2 5 8**

<b>Main Menu</b>	<p><b>1: Hear New Messages</b></p> <p><b>3: Review Saved Messages</b></p>	<p><b>During Message Review</b></p> <table border="1"> <tr> <td><b>Rewind</b> 1</td> <td><b>Pause</b> 2</td> <td><b>F. Fwd.</b> 3</td> </tr> <tr> <td><b>Slow</b> 4</td> <td><b>Properties</b> 5</td> <td><b>Fast</b> 6</td> </tr> <tr> <td><b>Volume -</b> 7</td> <td><b>8</b></td> <td><b>Volume +</b> 9</td> </tr> <tr> <td><b>Cancel</b> *</td> <td><b>Help</b> 0</td> <td><b>Skip</b> #</td> </tr> </table>	<b>Rewind</b> 1	<b>Pause</b> 2	<b>F. Fwd.</b> 3	<b>Slow</b> 4	<b>Properties</b> 5	<b>Fast</b> 6	<b>Volume -</b> 7	<b>8</b>	<b>Volume +</b> 9	<b>Cancel</b> *	<b>Help</b> 0	<b>Skip</b> #	<p><b>After Message Review</b></p> <table border="1"> <tr> <td><b>Skip back</b> 1</td> <td><b>2</b></td> <td><b>3</b></td> </tr> <tr> <td><b>Replay</b> 4</td> <td><b>Properties</b> 5</td> <td><b>Forward</b> 6</td> </tr> <tr> <td><b>Delete</b> 7</td> <td><b>Reply</b> 8</td> <td><b>9</b></td> </tr> <tr> <td><b>Cancel</b> *</td> <td><b>Help</b> 0</td> <td><b>Save as is</b> #</td> </tr> </table>	<b>Skip back</b> 1	<b>2</b>	<b>3</b>	<b>Replay</b> 4	<b>Properties</b> 5	<b>Forward</b> 6	<b>Delete</b> 7	<b>Reply</b> 8	<b>9</b>	<b>Cancel</b> *	<b>Help</b> 0	<b>Save as is</b> #
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<p><b>2: Send a Message</b></p>	<ul style="list-style-type: none"> <li>• Record your message</li> <li>• Enter the recipient's extension number <u>or</u> spell the name of the recipient <u>or</u> enter the distribution list number, followed by <b>#</b></li> <li>• Press <b>#</b> to confirm</li> <li>• Press <b>9 1</b> to add a name</li> <li>• Press <b>#</b> to send <u>or</u> chose a message option</li> </ul>	<p><b>Message Options:</b></p> <p>Press <b>1</b> – Mark message urgent          Press <b>2</b> – Request return receipt          Press <b>3</b> – Mark message private          Press <b>4</b> – Set future delivery          Press <b>5</b> – Review recording          Press <b>6</b> – Re-record message          Press <b>7</b> – Add to the message          Press <b>#</b> – Send message</p>																									
<p><b>4: Change Setup Options</b></p>	<p><b>Press 1 – Greetings:</b>          Press <b>1</b> – Edit the standard greeting          Press <b>2</b> – Turn alternate greeting on/off          Press <b>3</b> – Edit other greetings          Press <b>4</b> – Play all greetings</p> <p><b>Press 2 – Message Settings:</b>          Press <b>3</b> – Select full or brief menus          Press <b>4</b> – Create private lists</p> <p><b>Press 3 – Preferences:</b>          Press <b>1</b> – Change PIN          Press <b>2</b> – Change recorded name</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Unified Messaging:</b></p> <p>Single inbox for all voicemail messages that may be accessed through your phone interface or through your email inbox.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Tips:</b></p> <p>* Exit <u>or</u> back up</p> <p><b>0</b> Help</p> <p><b>##</b> Extension number and name entry toggle</p> </div>																									