

UNIVERSITY OF SOUTH FLORIDA CISCO UNITY VOICEMAIL QUICK REFERENCE GUIDE

TO ACCESS YOUR MAILBOX

From your desk phone

Press the **MESSAGE** button or dial 3-4000
Enter your PIN (password) followed by #

From another campus phone

Dial 3-4000
Press *
Enter your ID (5-digit extension) followed by #
Enter your PIN (password) followed by #

From outside the University

Dial (727)873-4000
Press *
Enter your ID (5-digit extension) followed by #
Enter your PIN (password) followed by #

MAIN MENU

Play new messages	1
Send a message	2
Review old messages	3
Setup options	4
Help	0
Exit	***

SHORTCUTS

Help	0
Cancel/backup	*
Skip/confirm	#
Change greeting settings	4 1
Change PIN (password)	4 3 1
Change your name	4 3 2

While Listening to your Message

Restart	1
Save	2
Delete	3
Slow Playback	4
Change Volume	5
Fast Playback	6
Rewind	7
Pause/Resume	8
Fast Forward	9
Fast Forward to End	#
Skip Message (mark as new)	##

After listening to your Message

Repeat	1
Save	2
Delete	3
Reply (campus Unity v/m users only)	4
Forward (campus Unity v/m users only)	5
Mark New	6
Skip Back	7
Message Properties	9
Help	0
Cancel Playing	*

Change Address

Send	#
Mark Urgent	1
Return Receipt	2
Mark Private	3
Future Delivery	4
Review Recording	5
Re-record Message	6
Add to Message	7
Add a Name	9 1
Review all Names	9 2
Send copy to yourself	9 5
Help	0
Cancel	*

Sending a Message

Record message and press	#
Options	
Spell last & first name then press #	#
To switch between spelling & number entry, press	#
Enter extension and press	#
❖ To Cancel message, press	*
To send now, press	#
Help	0

Greetings

Record	1
Turn on/off alternate greeting	2
Edit other greetings	3
Play all greetings	4
Help	0
Exit	*

Message Settings

Change message notification	1
Menu style (full or brief)	3
Private lists	4
Help	0
Exit	*

Message Notification

Pager	1
Home Phone	2
Work Phone	3
Mobile Phone	4
Help	0
Exit	*

Setup Options

Greetings	1
Message Settings	2
Preferences	3
Transfer Settings	4
Alternate Contact # (zero out)	5
Help	0
Exit	*

Preferences

PIN (password)	1
Recorded Name	2
Directory Listing	3
Help	0
Exit	*

Transfer Settings

Standard Transfer Rule	1
Alternate Transfer Rule	2
Closed Transfer Rule	3
Personal Call Transfer Rule	4
Help	0
Exit	*

NOTE: Pressing * to exit only exits from the current menu you are in. It may take several * key entries to exit the system completely.

