Cisco Unity Voice Mail Commands

META Technology Services

Retrieve:

- 1 New messages
- 3 1 Saved messages

→

Message Type Menu

- 1 Voice Messages
- 4 Receipts
- # All Messages

→

During Message

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

→

After Message

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Reply
- 4 2 Reply to all
- 4 4 Call the subscriber
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 9 Play message properties
- # Save as is

2 Send a message

→ Address and record message, then: →

- # Send now
- 1 Message options

→

- 1 Change address
  - → 1 Add name 2 Hear current names 3 Remove name
- 2 Change recording
  - → 1 Hear recording 2 Save recording 3 Rerecord 4 Add to recording
- 3 Set special delivery
  - → 1 Urgent 2 Return receipt 3 Private 4 Future
- 4 Review message
- # Send

4 Setup options →

- 1 Change greetings →
  - 1 Record this greeting 2 Turn on/off alternate greeting 3 Edit other greetings 4 Hear all greetings
- 2 Message settings →
  - 1 Change message notification →
    - 1 Pager 2 Home phone 3 Work phone 4 Mobile phone
  - 3 Change menu style →
    - 1 Select full or brief menus
  - 4 Edit private lists →
    - 1 Hear lists 2 Change names on list
- 3 Preferences →
  - 1 Change pin
  - 2 Change recorded name
  - 3 Change directory listing →
    - 1 Change listing status
- 4 Transfer settings →
  - 1 Change standard transfer rule 2 Alternate transfer rule 3 Close transfer rule 4 Personal call transfer rule

6 List meetings →

- 1 Hear your remaining calendar events for today
- 2 Hear your calendar for tomorrow
- 3 Hear your calendar for a selected date

Use these keys anytime: 0 Help * Cancel or back up