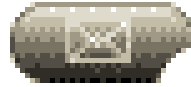
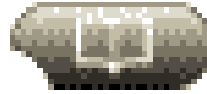


Cisco Phone – Quick Reference



Voicemail



Directories



Services



Settings

VOICEMAIL

QUICK TASKS

Voicemail set-up – On-Site

1. Press **messages** button on your phone, and follow the instructions.
2. The **default password is 723686** (Will prompt to change password)
3. Password must be a **minimum of 4 digits**.

Placing a Call

1. Lift handset and dial number, outside numbers dial 9 first.
2. Press **New Call** softkey and dial number, outside numbers dial 9 first.
3. Press **Speaker** for speakerphone then dial number, outside numbers dial 9 first.
4. Dial number then press softkey **Dial**, outside numbers dial 9 first.

Voicemail set-up – Off-Site

1. Dial **949-451-5452** to access voicemail.
2. Press * (**star**) when system answers.
3. Enter your extension, followed by # (**pound**).
4. The **default password is 723686**.
5. Follow instructions for set-up

Answering an incoming call

1. Lift handset.
2. Press **Speaker** button.
3. Press **Answer** softkey when line is ringing.

Listen to Voicemail – On-site

1. Red Light and Mail icon next to your extension indicates waiting message(s)
2. Press **Messages** button
3. Enter your password, followed by # (**pound**).
4. Follow instructions.

Putting a call on Hold

1. To put a call on hold, press **Hold** softkey.
2. To resume call, press **Resume** softkey. If you have multiple calls on hold use navigation wheel to select call before pressing **Resume**.

Listen to Voicemail – Off-Site

1. Dial **949-451-5452** to access voicemail.
2. Press * (**star**) when system answers.
3. Enter your extension, followed by # (**pound**).
4. Enter your password, followed by # (**pound**).
5. Follow instructions.

Call forwarding

1. Press **CFwdALL** softkey, you will hear **2 quick Beeps**.
2. Dial the extension to Forward to or press **Messages** button to forward to voicemail.
3. To clear forwarding press **CFwdALL**.

IVC Technology Help Desk – **949-451-5696**

Voicemail System (Unity)

Quick Reference

- **On-Site** – Press **MESSAGES** button on your phone.
- **Off-Site** – Dial **949-451-5452**
 - Press ***** (**star**), when system answers.
 - Enter your extension, followed by **#** (**pound**).
 - Enter your password. Followed by **#** (**pound**).

VOICEMAIL OPTIONS	Key
Hear new message(s)	1
Send message(s)	2
Review old message(s)	3
Set up options	4
Change greeting(s)	4 1 1
Change password	4 3 1
VOICEMAIL MESSAGE OPTIONS	Key
Repeat message	1
Save a message	2
Delete a message	3
Reply to message *	4 *After message has played
Slow playback **	4 ** During message
Forward a message	5
Mark message as new *	6 *After message has played
Fast playback**	6 ** During message
Back up message	7
Pause or Continue	8
Fast forward to end	9
Skip or move ahead	#