



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Telecommunications & Network Services

Cisco UnityVM Commands

Outside: (909) 537-7900

Inside: 77900

Hear new message	1
Send a message	2
Review old messages	3
Setup options	4

Conversation help	0
Cancel or backup	*
Skip or move ahead	#

Notes:

To reach voice mail when calling 537-7900 main number	*
To skip a greeting when leaving a message	#
To address a message by phone extension	##

1 - Hear new message			
Repeat message	1	Mark as new	6
Save message	2	Move backward in message	7
Delete message	3		
Reply to message	4		
Forward message	5	Hear Time Stamp	9

2 - Send a message		
Address / record	Send message	#
	Message options	3

3 - Review old messages			
Repeat message	1	Mark as new	6
Save message	2	Move backward in message	7
Delete message	3		
Reply to message	4		
Forward message	5	Hear summary	9

Setup options			
Greetings	1	Personal settings	3
Message settings	2	Transfer Settings	4

Press during a message			
Repeat	1	Reverse	7
Save	2	Pause or continue	8
Delete	3	Fast-forward	9
Change volume	5		

3 - Message options	
Change addressing	1
Change recording	2
Set special delivery	3
Review messages	4

1 - Greetings	
Change greetings	1
Turn On Alt Grtg	2

2 - Message settings	
Change message notification	1
Change playback (full or brief menus)	3
Edit private lists	4

3 - Personal settings	
Change password	1
Change recorded name	2
Change directory listing status	3

4 - Transfer Settings	
Trans to VM	1
Chg Call Trnsf	2

1 - Change addressing	
Add name	1
Hear current names	2
Remove name	3

2 - Change recording	
Hear recording	1
Save recording	2
Rerecord	3
Add to recording	4

3 - Set special delivery	
Urgent	1
Return receipt	2
Private	3
Future delivery	4

Shortcuts			
Task	Keys		
Change greetings	4	1	1
Change call transfer	4	4	2
Change message notification	4	2	1
Full or brief menus	4	2	3
Change passwords	4	3	1
Change recorded name	4	3	2
Change directory listing status	4	3	3