

MetroHealth Cisco Voicemail
216-957-8900
x78900

The Temp Password is 13579#

Cisco Unity Voicemail User Guide

To Change Your PIN (password):

Step 1 Press the **Message** button and log on.

Step 2 Press **4 >3 >1**.

Step 3 Enter a new PIN (password) and press **#**.

Step 4 Enter the new PIN (password) again to confirm it and press **#**.

To Change Your Recorded Name:

Step 1 Press the **Message** button and log on.

Step 2 Press **4 >3 >2**.

Step 3 At the tone, **record your name**, press **#** to end recording or press ***** to keep the current recording

To Record a Greeting:

Step 1 Press the **Message** button and log on.

Step 2 Press **4>1>1**.

Step 3 After Cisco Unity plays your current greeting, press **1** to re-record it, or press **3** to record a different greeting, choose the greeting, then re-record it.

To Record an alternate (out of office) Greeting:

Step 1 Press the **Message** button and log on.

Step 2 Press **4>1>2**

Step 3 Follow the prompts to select and end date and time.

After Cisco Unity plays your current alternate greeting, press **1** to re-record it, press **2** turn off alternate greeting, press **3** to edit other greetings.

Use These Keys During a Message

1 Repeat

7 Skip back

2 Save

9 For Message Properties

3 Delete

18 Mark this message urgent

4 Reply

- * Cancel message playback
- 5 Forward message
- 0 For help

Use These Keys After a Message

- 1 Repeat
- 6 Mark it new
- 2 Save
- 7 Skip back
- 3 Delete
- 9 For message properties
- 4 Reply
- * Cancel play message
- 5 Forward message
- 0 For help