



Finding Messages

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About Finding Messages

Cisco Unity Connection offers three options for finding messages by phone:

| | |
|------------------------|--|
| Message Locator | Allows you to find new and saved voice messages based on search criteria. |
| Phone View | Allows you to find new and saved voice messages based on search criteria, then displays results on your Cisco IP phone screen. |
| Go to Message | Allows you to find a saved message based on the message number. |

Not all of these options may be available to you. Check with your Connection administrator.

Finding Messages by Using the Message Locator Option

With Message Locator, you find voice messages from a particular user by entering the name of the user or the extension. You can also find voice messages from all outside callers or messages left by callers who called from a specific number.

Based on the criteria that you enter, Cisco Unity Connection begins playing messages as they are found. By default, messages are presented in order of newest to oldest—regardless of whether the messages are new or saved—though your Connection administrator may change this playback order.

Finding Messages with Message Locator by Using the Phone Keypad

- Step 1** Call and sign in to Connection.
- Step 2** If you are not using voice commands, skip to Step 3.

If you are using voice commands, say "**Touchtone conversation**" or press **9** to temporarily change to using the phone keypad.

Tip To switch back to using voice commands after you have finished using Message Locator, hang up and sign in to Connection again.

Step 3 At the Main menu, select the option **Find Messages**.

Step 4 Select the applicable option and follow the prompts to find and manage the voice messages you are looking for:

| Option | Description |
|---------------------------------------|--|
| From Another user | When prompted, use the phone keypad to spell the name of the user or to enter the extension of the user. Press ## to switch between spelling and number entry. |
| From All Outside Callers | Connection searches for any messages left by unidentified callers—including outside callers and users who did not sign in to Connection before calling from an external phone or from a phone that is not associated with a user account (such as a conference room). |
| From a Specific Outside Caller | When prompted, use the phone keypad to enter the phone number—or part of the number—of the caller, followed by #. Note Some callers may have additional digits at the beginning of their phone numbers, such as codes for country, area, or city. Not all callers have phone numbers stored in the system. If you have trouble finding messages from a specific caller, contact your Connection administrator. |

Finding Messages by Using the Phone View Option

With Phone View, the screen of your Cisco IP phone provides a visual display of the sender, date, and time of your voice messages. You enter search criteria to view selected voice messages on the phone screen. By default, messages are listed in order of newest to oldest—regardless of whether the messages are new or saved—though your Connection administrator may change this playback order.

Finding Messages with Phone View by Using the Phone Keypad

Step 1 Call and sign in to Connection.

Step 2 At the Main menu, select the option **Find Messages**.

Step 3 Select the applicable option and follow the prompts to find the voice messages you are looking for:

| Option | Description |
|--------------------------|--|
| All New Messages | Connection displays voice messages that have not been heard. |
| All Messages | Connection displays all new and saved voice messages. |
| From Another User | When prompted, use the phone keypad to spell the name of the user or to enter the extension of the user. Press ## to switch between spelling and number entry. |

| Option | Description |
|---------------------------------------|---|
| From All Outside Callers | Connection searches for any messages left by unidentified callers—including outside callers and users who did not sign in to Connection before calling from an external phone or from a phone that is not associated with a user account (such as a conference room). |
| From a Specific Outside Caller | When prompted, use the phone keypad to enter the phone number—or part of the number—of the caller, followed by #. Some callers may have additional digits at the beginning of their phone numbers, such as codes for country, area, or city. Not all callers have phone numbers stored in the system. If you have trouble finding messages from a specific caller, contact your Connection administrator |

Step 4 After the message list displays on your phone screen, use the following soft keys to select messages that you want Connection to play:

| Option | Description |
|-----------------|---|
| Select | Start message playback for the selected message. |
| Next | Go to the next page of messages, if applicable. |
| Previous | Go to the previous page of messages, if applicable. |
| More | Displays the Go To and Exit soft keys. This key appears only on phones that display a maximum of four soft keys. |
| Go To | Displays a screen that allows you to enter a message number by using the phone keypad, then skips to that message by highlighting it. |
| Exit | Exit the displayed message list. This returns you to the Connection search-criteria prompt. |

Step 5 Follow the prompts to listen to and manage your messages.

Finding Messages with Phone View by Using Voice Commands

Step 1 Call and sign in to Connection.

Step 2 When Connection asks, "What do you want to do," use the applicable voice command to select the type of messages that you want displayed on your phone screen:

| Action | Voice Command |
|--|---|
| View new and saved voice messages or receipts | "Show <voice messages/receipts>" |
| View all new voice messages | "Show new messages" |
| View new or saved or deleted voice messages from a Connection user | "Show <new/saved/deleted> messages from <name of user>" |
| View saved voice messages or receipts | "Show saved <voice messages/receipts>" |

| Action | Voice Command |
|---|---|
| View all saved voice messages | "Show saved messages" |
| View deleted voice messages or receipts | "Show deleted <voice messages /receipts>" |
| View all deleted voice messages (Not available on some systems.) | "Show deleted messages" |

Step 3 After the message list displays on your phone screen, use the following soft keys to select messages that you want Connection to play:

Step 4 Use the following voice commands to manage messages after you have listened to them:

Finding Messages by Using the Go to Message Option

As you listen to your messages, you can use the Go to Message option to find a particular message by entering the number of the message.

Enviar un recordatorio para una sesión de capacitación planificada

Puede enviar notificaciones de sesiones de capacitación a los asistentes y presentadores y a usted mismo entre 15 minutos y 2 semanas antes de que comience una sesión de capacitación planificada. Cuando selecciona un mensaje de correo electrónico para enviar, puede enviar el mensaje de correo electrónico predeterminado o personalizar el mensaje. Para obtener más detalles, consulte Acerca de personalizar mensajes por correo electrónico.

Step 1 En la página Planificar sesión de capacitación o Editar sesión de capacitación planificada, seleccione **Opciones de correo electrónico > Editar opciones de correo electrónico**.

Step 2 En **Recordatorio**, marque la casilla junto a **Recordatorio para asistentes de sesiones de capacitación**.

Step 3 Seleccione la hora antes de la sesión de capacitación en que desea que se envíen las notificaciones.

Step 4 Si desea incluir notificaciones por correo electrónico adicionales, seleccione **Agregar otro correo electrónico de recordatorio** y seleccione con qué antelación desea que se envíe este recordatorio.

Note Puede agregar hasta tres notificaciones por correo electrónico.

Step 5 Junto a **Presentadores**, en la lista desplegable, seleccione la antelación con la que desea enviar notificaciones de la sesión de capacitación a los presentadores.

Step 6 Junto a **Organizador**, en la lista desplegable, seleccione la antelación con la que desea recibir la notificación de la sesión de capacitación.

Step 7 Después de **mediante la dirección de correo electrónico**, escriba la dirección de correo electrónico a la que desea que Training Center le envíe una notificación, en el siguiente formato: nombre@dominio.com.

Note No escriba varias direcciones de correo electrónico en el cuadro. Si lo hace, su Training Center no envía la notificación.

Step 8 Seleccione **Planificar** o **Actualizar**.

Enviar un recordatorio para una sesión de capacitación planificada