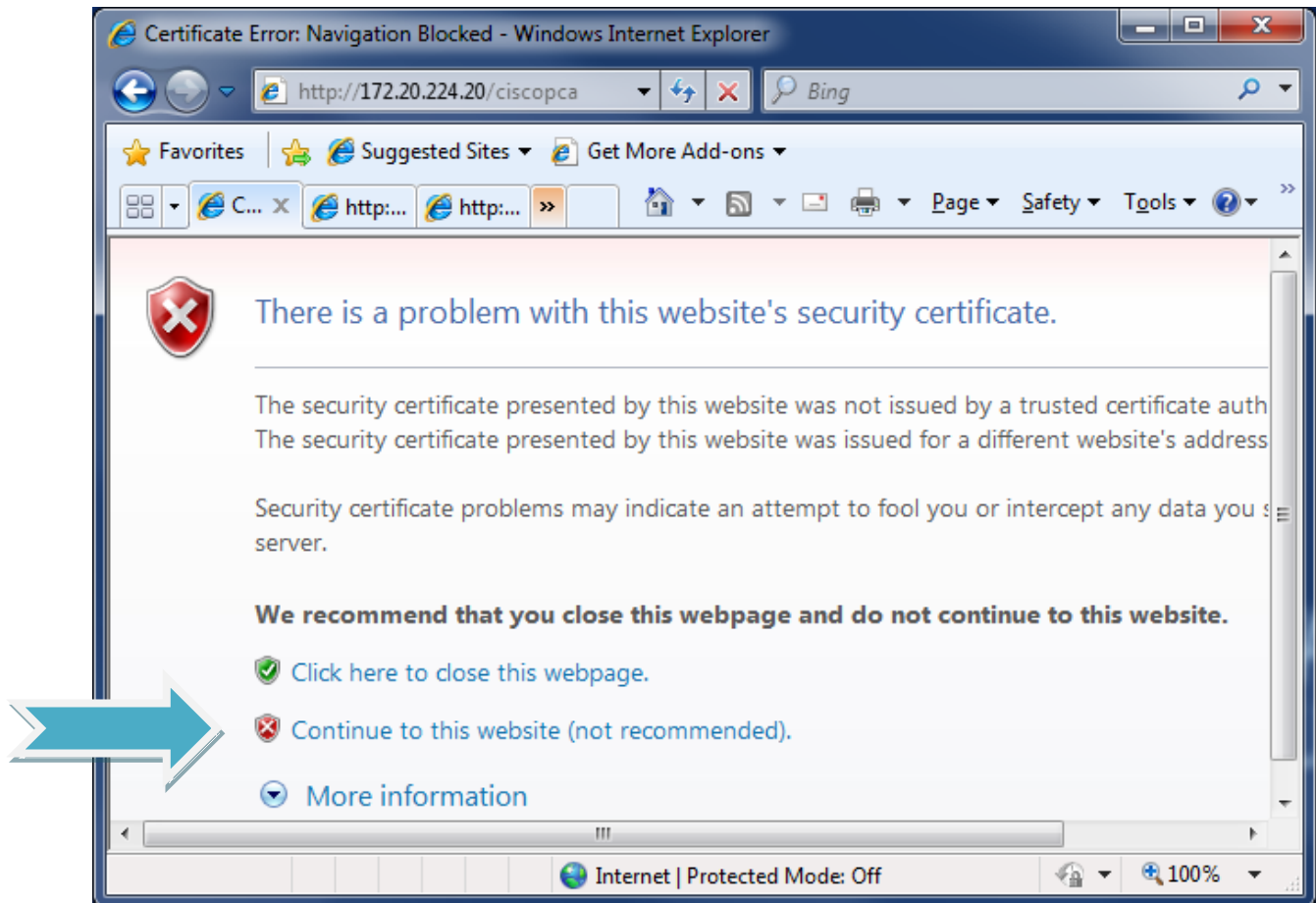
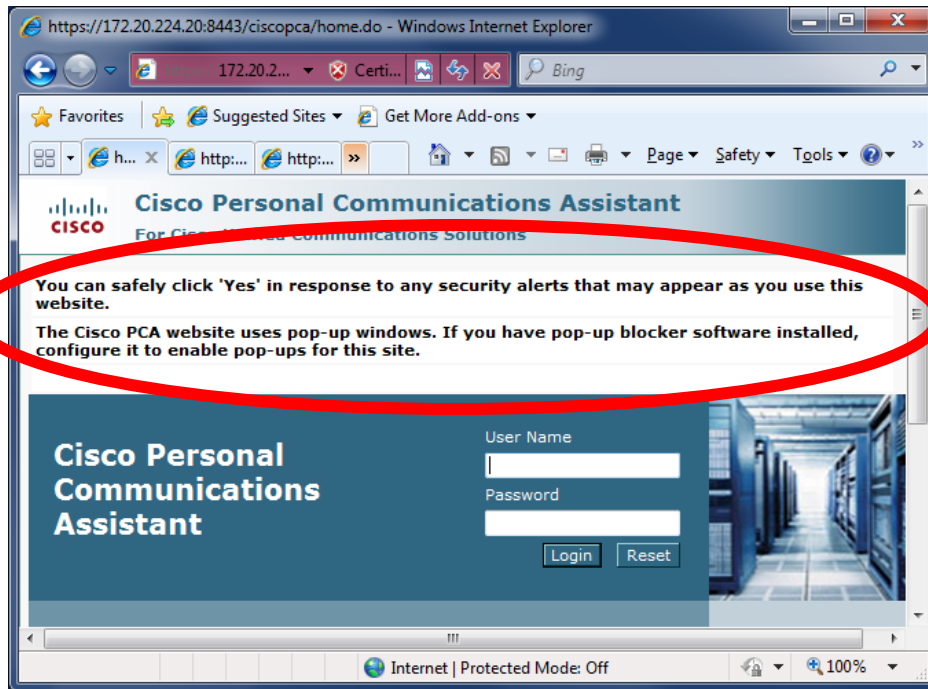


Turning a Voice Mail into a .wav File

Open Internet Explorer and enter 172.20.224.20/ciscopca into the address bar.

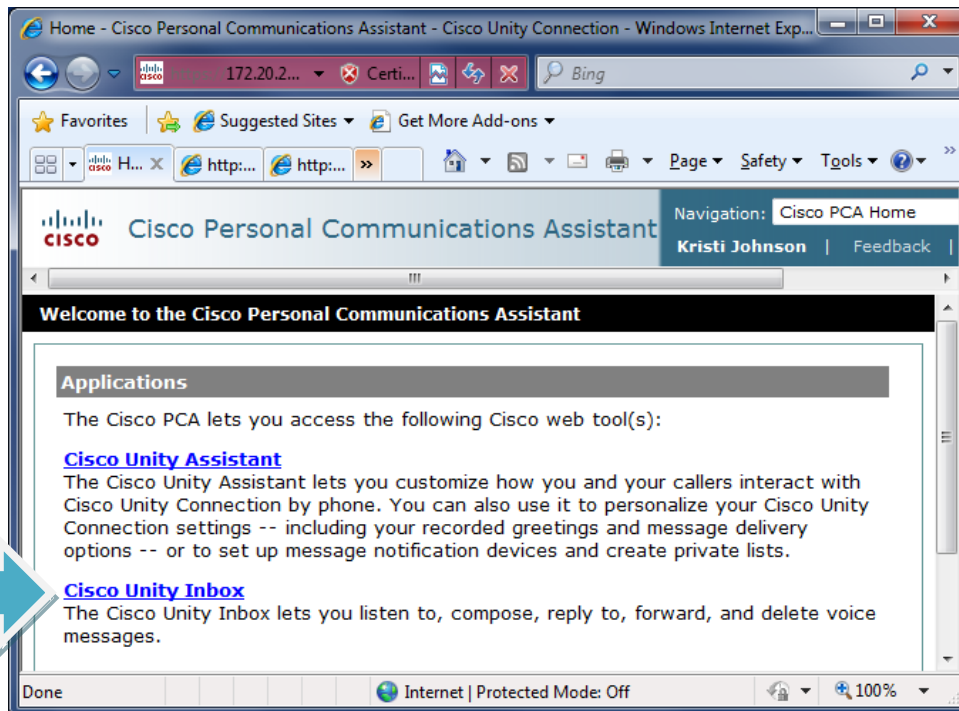


Click "Continue to this website (not recommended)."

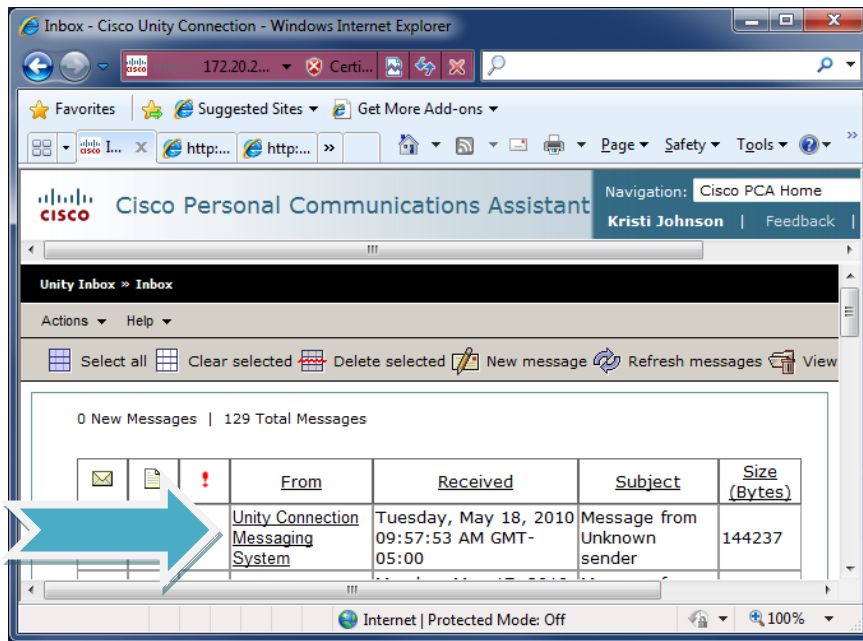


Enter your Active Directory User Name and Password and click “Login”

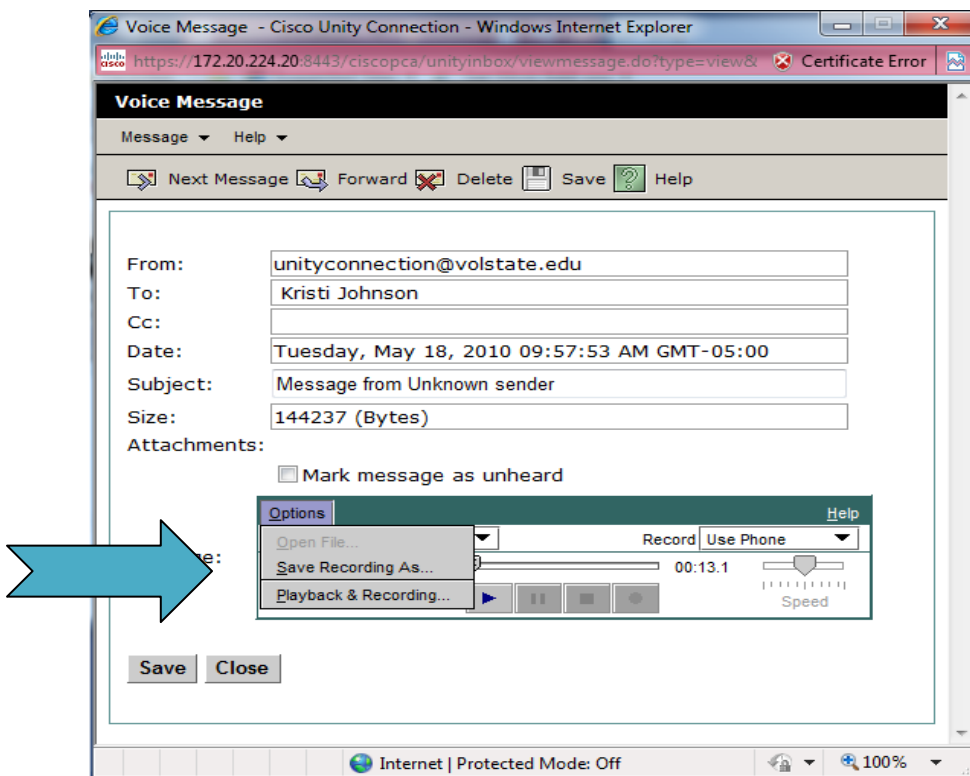
Please make note of the statement circled in red above. You may get pop-ups the first time you log in to this system.



Click on “Cisco Unity Inbox”



Choose the message that you need to save as a .wav file and click on it in the “From” column.



Click on “Options” and “Save Recording As...” You will then be prompted to save this file as you would any other file. You will choose the location to save it in as well as name the file.

