Voice Mail Initial Setup Guide

1. From your Desk Phone, press the Messages Button.
2. When prompted for your PIN, enter the default password, 159357, followed by #.
3. You will now hear “Welcome to Cisco Unity Connection”.
4. Follow the prompts to:
   - Record your name
   - Record a personal greeting
   - Select a PIN (password) (Minimum 6-digits)
   - Set directory listing status (Recommend leaving as listed in directory)
5. After completing the above setup, the system will respond “You have finished enrollment”. At this point you may hang up the phone or proceed to listening to voicemail messages.