


## 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.