

Cisco Unity - Setting Up Your Voicemail

Press the “messages” button or dial 7475 on your Cisco phone

Enter in the default PIN – “560033” followed by “#”.

After the PIN is entered, the enrollment process will start.

- When asked to record your name, please be sure to record just your first and last name.
- After recording the name, the next step will allow you to record a greeting. Most users will accept the default and move on to finish enrollment (keeping in mind that you can always go back in and record the greeting).
- The next step will allow you to enter in your PIN (must be at least 6 digits)
- Listing in the Directory, leave as default.

Checking Your Voicemail

To access voice mail from your extension:

- Press the messages button or dial 7475
- Enter your PIN then # button

To access voice mail from off campus:

- Dial 389-7475 or your own work number
- Press the * button as soon as the greeting starts
- When system asks for ID, enter your 4-digit extension then # button
- Enter your PIN followed by # button

Modifying Your Default Greeting or Alternative Greeting

Many users will just utilize the standard greeting, however there are other greetings that can be configured and used. Select the following options to re-record your main greeting or one of your alternative greetings:

Option 4 – Settings

1 - Greetings

1 – Re-record your standard greeting

2 – Turn on alternate greeting **

3 – To edit other greetings

1– Standard Greeting

2 – Closed Greeting to be used from 5:00 p.m. to 8:00 a.m. (the time is not adjustable)

3– Alternate Greeting (useful for vacations, etc.) **

4 – Busy Greeting Closed (to be used when you are on the phone)

5 – Internal Greeting

- 6 – Holiday Greeting
- 4 – Play all your greetings
- 0 – Help
- * – Exit

** Note that the alternate greeting must be turned on and off as needed.

Using an alternate greeting prevents you from having to re-record your standard greeting when you are away for extended periods for training, vacations, etc.

Changing your Voice Mail PIN or Recorded Name

PINs are required to be at least 6 digits.
Directions to change your PIN:

Option 4 – Settings

3 – Personal Settings

1 – Change PIN

Enter a new PIN, then press the # button

Enter the new PIN again to confirm, then press the # button

Press * to exit from the change-PIN interface.