

Initializing your Cisco Unity Connection Voicemail

Press the MESSAGES button on your phone. You will hear:

“Enter your pin followed by #” (if you hear something different; your voicemail may NOT be configured. Please contact the IT Department to verify)

Initial password is **02903#**

You will then hear:

“Welcome to Cisco Unity Connections. Please take a moment to personalize or update your settings. To exit press *”

“A recorded name identifies you to other callers. It also lets others know who left a message.”

“You have NO recorded name.”

“To continue without a recorded name press #”

“To record a new name; say your First and Last name at the tone then press #”

Wait for the tone; and then say your first and last name

After saying your first and last name press the # button to stop recording – then you will hear:

“Your recorded name is: ...”

“to keep the recorded name press #”

“To record a new name; say your First and Last name at the tone then press #”

Press #

You will then hear:

“When callers cannot reach you they may leave a message. A personal greeting encourages callers to leave a message. Your standard greeting is:

“(your recorded name will play) is unavailable”

“To re-record this greeting press 1”

“To keep it and continue press #”

Press #

“A PIN protects the privacy of your messages. Your PIN must be at least 4 digits long. Use a PIN that is easy to remember but is hard for others to guess. For extra security you can occasionally be asked to change your PIN.”

“Enter your NEW PIN followed by # for Help press 0”

ENTER Your NEW PIN then Press #

“Enter your NEW pin again to confirm it; then press #”

ENTER Your NEW PIN then Press #

“Your new PIN is active”

“You have finished enrollment”