


How to...

Set Up Your Voice Mailbox

Introduction

When you select the messages button on your video phone for the first time, you will be prompted to set up your voice mailbox. This guide will show you how to complete the process. At any time after set-up, you can reset any of the below by selecting the message button and following the prompts.

Step 1: Record your identifying name

- 1** Select the **Messages button**  on your video phone to begin the set-up process. You will hear 'Welcome to Cisco Unity Connection...' (this automated message remains until your voice mailbox is set up correctly).
- 2** The system will state you have no recorded name. To record a name:
 - Select **1** and at the tone, say your first and last name. Select the **hash button (#)** when done.
 - Your newly recorded name will play. Select the **hash button (#)** to keep it, or **1** to re-record.

Step 2: Record a personal greeting

- 1** The standard default greeting ("Sorry, <name > is not available") will play. To keep this greeting, select the **hash button (#)** (*Note: you can always go back in and record a greeting later*).
- 2** To record a new standard greeting, select **1**. Say your greeting, then select the **hash button (#)** to complete.
- 3** Your newly recorded greeting will play. To accept it and continue, select the **hash button (#)**. To re-record, select **1**.

Step 3: Set up your voicemail PIN

- 1** Enter your new password, which must be at least 4 digits, then select the **hash button (#)** to complete.
- 2** Repeat **step 3.1**. You are now listed in the phone directory. Select the **hash button (#)** to complete your voice mailbox set-up.