

How do I setup my work voicemail?

Cisco Unity - Setting Up Your Voicemail

Please note: ALL new accounts will have to be set up from scratch using the following instructions:

1. Press the “messages” button or dial 5500 on your Cisco phone
 - a) If you Hear- **“enter your password followed by #”**. This means you **do** have a new Vmail account and should proceed with the enrollment process (go to 2. below).
 - b) If you hear - **“hello Cisco Unity messaging system,”**. This means you **do not** have a new Vmail account. You (*if you have a BISD network login*), or your secretary, will need to report a technical problem via GroupLink listing your name, phone #, campus, and room number.
2. Enter in the default password – **“121815” followed by “#”**.
3. After password is entered, the enrollment process will start.

Please listen to all instructions and record only what is asked.

- a) When asked to record your name, please be sure to record just your first and last name. For the main campus line, please record the campus name only.
- b) 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).
- c) The next step will allow you to enter in your password.
- d) Listing in the Directory, leave as default.