



Voicemail – Greeting and PIN Initial Setup

Setting up voicemail from **your** Cisco Telephone

- From your telephone, pick up your receiver and press the voicemail button.
- When prompted to enter your PIN, enter 2580 (the default PIN), followed by #.
- An enrollment procedure will begin and the Unity system will prompt you to:
 - Record your name
 - Record a greeting
 - Set a new password (a minimum of 4-digits). DO NOT use 2580 (the default PIN).
- Once you have completed all the prompts your voicemail box is ready to receive messages.

Setting up voicemail from **any** Cisco Telephone

- From a telephone, dial x**5000** - (this is the extension to the Unity messaging system).
- The system will prompt you to enter your **voicemail ID number** (this will be the last four digits of your phone number or 4-digit extension) followed by #.
- When prompted to enter your **PIN**, enter 2580 (the default PIN), followed by #.
- An enrollment procedure will begin and the Unity system will prompt you to:
 - Record your name
 - Record a greeting
 - Set a new password (a minimum of 4-digits). DO NOT use 2580 (the default PIN).
- Once you have completed all the prompts your voicemail box is ready to receive messages.

Setting up voicemail from **Off Campus**

- From a campus telephone, dial **724-938-5000**
- The system will prompt you to enter your **voicemail ID number** (this will be the last four digits of your phone number or 4-digit extension) followed by #.
- When prompted to enter your **PIN**, enter 2580 (the default PIN), followed by #.
- An enrollment procedure will begin and the Unity system will prompt you to:
 - Record your name
 - Record a greeting
 - Set a new password (a minimum of 4-digits). DO NOT use 2580 (the default PIN).
- Once you have completed all the prompts your voicemail box is ready to receive messages.