

VOICEMAIL



Cisco Unity Connection Quick Reference

Guide

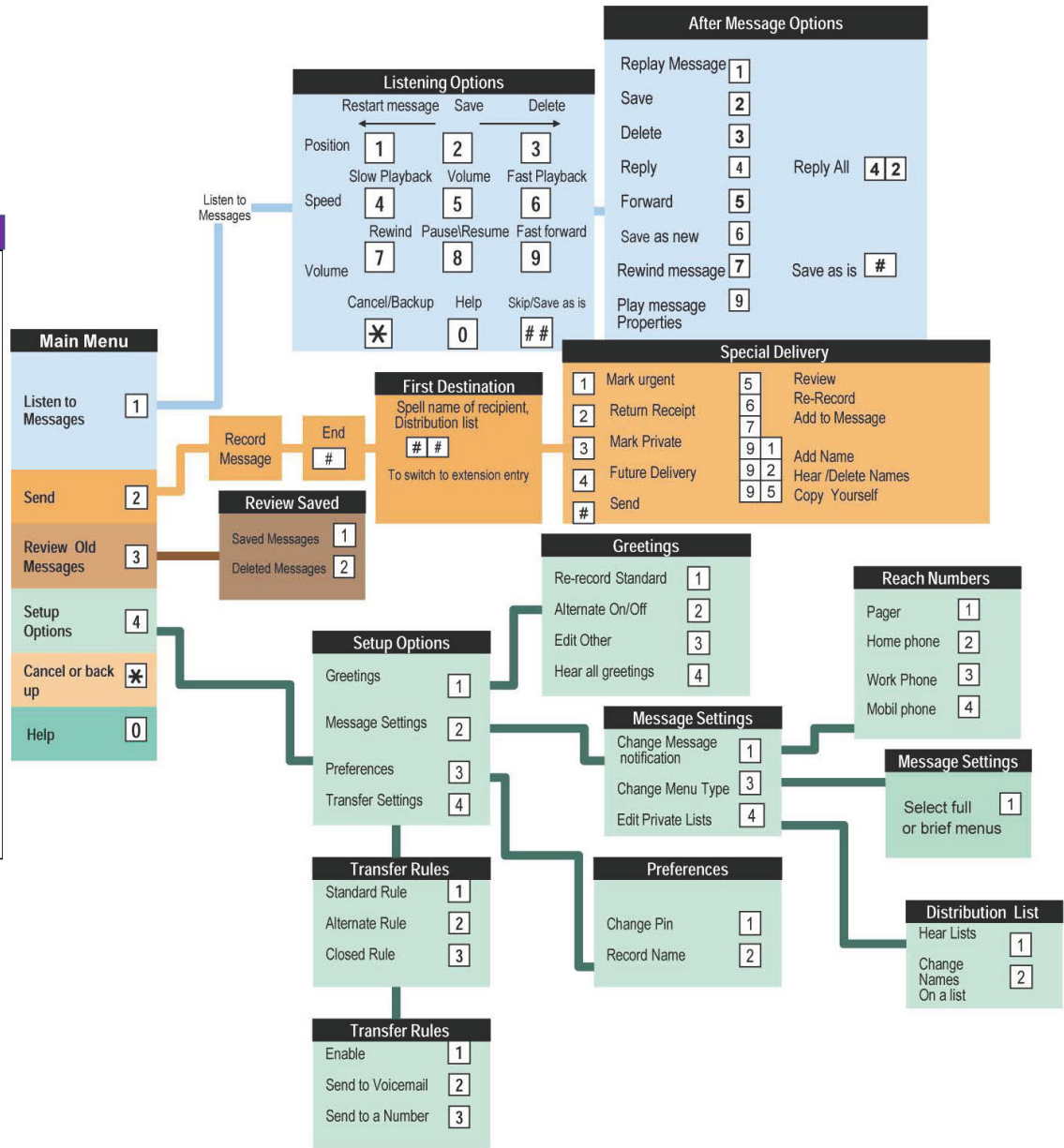
**Access the System**

Press the "Messages" button on your Cisco desk phone or select the "Messages" icon in Jabber.



Enter your PIN and follow the prompts. Please use the default PIN provided by your system administrator to access your mailbox for the first time.

*Note, if you are using a Cisco desk phone that is not assigned to you or if you are accessing voicemail for a secondary line appearance, press the "Messages" button and enter \* followed by the 4-digit extension of the mailbox you would like to access. For example \*1234.*



IT Infrastructure  
 Converged Communications  
 Create a Ticket: [www.wcupa.edu/ServiceNow](http://www.wcupa.edu/ServiceNow)  
 User Resources: [www.wcupa.edu/RamPhone](http://www.wcupa.edu/RamPhone)