

Voicemail Setup

To setup your voicemail: Press the “messages” button on your new Cisco IP Phone. The initial password is “1835”. Follow the prompts to set up your voicemail. You will be asked to choose a new password (the password cannot be your extension).

Voicemail messages will be delivered to your email via a sound file attachment and can also be accessed through your phone (by pressing the “messages” button and following the prompts). You can check your messages off campus through email or by dialing 652-3400 and pressing * during the initial menu. Use your extension as the ID to log in.