

Oriskany Central School District

Setting up voicemail

Press the Voicemail button on the phone.



The default PIN is 123456 followed by pound (#)

You will hear the following greeting:

*Welcome to Cisco Unity Connection! Please take a moment to personalize or update your settings.
To exit press star (*)*

*A recorded name identifies you to other callers. It also lets others know who left a message. You
have no recorded name. To continue without a recorded name, press pound (#).*

It's recommended that you record a name. This helps with voice recognition for the dial by name directory, and insures that your name is pronounced correctly. When recording, say your name as you would in a normal conversation.

To record a new name, say your first and last names at the tone, then press pound (#).

Your recorded name is [recorded name]. To keep the recorded name, press pound (#).

*When callers cannot reach you, they may leave a message. A personal greeting encourages callers
to leave a message.*

Your standard greeting is : Sorry, [recorded name] is unavailable.

To re-record this greeting, press one (1). To keep it and continue, press pound (#).

If you select one (1), you will get the following prompt:

You can record your greeting at the tone. When you are finished, press pound (#).

Unity will then play back your standard greeting and ask if you want to re-record the greeting (1) or keep it and continue (#).

Lastly is setting your PIN, which you will be forced to do.

*A PIN protects the privacy of your messages. Your PIN must be at least 4 digits long. Use a PIN that
is easy to remember, but hard for others to guess. For extra security you can be occasionally asked
to change your PIN. Enter your new PIN, followed by pound (#). For help, press zero (0)*

Enter your pin and press pound (#). The system will prompt you to enter it again and press pound (#). It will then confirm your new PIN is active and that you have finished enrollment.