



Lincoln University

Voicemail Setup

April 15, 2008

Please follow the following process to setup your voicemail.

Setting up your phone – The following steps are required:

- Press the message key.
- You will be prompted to enter a password. The temporary password is 3658000.
- The Cisco Unity Welcome message will start. Follow the prompts which will take you through the remaining setup features.
- The first prompt will be for recording your name. Only state your name, first and last, for this prompt. Press # when complete.
- The second prompt will be for your personal greeting. You can leave the standard greeting or record a new greeting. Press # when complete.
- The 3rd prompt is to establish a password. You must change the password at this point. The password must be at least 4 digits. You will be required to enter your password twice. The following restrictions apply:
 - The password cannot be all the same digits, such as 99999
 - The password cannot be the same as the extension number
 - The password cannot spell your name
 - The passwords will expire every 90 days
 - The system will record your last 3 passwords and they may not be re-used

Other voicemail related information:

- Retrieving Voice Mail Messages – A red message light will appear on the phone and you will receive an email when you have a message. To retrieve the message, press the button that says “message”. You will be requested to enter a password. Enter your password and follow the prompts. Press 1 to hear new messages.
- Voice mail that has arrived in your email will have wav file attachments that can be played if your computer has an application to play wav files and have speakers connected.

Note: If you delete a voice mail from your email it will also delete the voice mail from your phone.

- You may access your messages from any phone, press the button that says “message”, at the initial prompt press the “*” key. You will be prompted to enter your ID, which is your extension. Then the system will ask you for your password. Enter your information and follow the prompts. Press 1 to hear new messages.



- Accessing voice mail from NEC or off-campus phone. If checking your voicemail from an NEC phone dial your extension or if checking from an off-campus phone dial your entire phone number. Once your voicemail message starts press the “*” key. You will be prompted to enter your ID, which is your extension. Then the system will ask you for your password. Enter your information and follow the prompts. Press 1 to hear new messages.