# Voicemail Quick Start Guide – 8800 Series Phones

## Accessing Voicemail System

**From Your Cisco Phone (on-campus)**
- Press Messages button
- Enter your Pin followed by #

**From Other Cisco Phone (on-campus)**
- Dial 3599
- Enter your ID followed by # (your ID is your 4-digit extension)
- Enter your Pin followed by #

**From Non-Cisco Phone (off-campus)**
- Dial 757-825-3599
- Enter your ID followed by # (your ID is your 4-digit extension)
- Enter your Pin followed by #

## Initial Voicemail Setup

- Access Voice Mail System as described above.
- Your ID is your 4-digit extension
- Your temporary Pin is **13579**

Follow the voice prompts to
- Record your Name
- Record your Standard Greeting
- Set your own Pin (minimum 4 digits)

## Change Voicemail Setup Options (after accessing voicemail system)

### Re-Record Greeting
- Select option 4 – Setup Options
- Select option 1 – Change Your Greetings
  - System will play your current greeting. To skip playback, press #
- Select option 1 – Re-Record Current Greeting
  - At tone, record your greeting, then press #

### Change Pin
- Select option 4 – Setup Options
- Select option 3 – Preferences
- Select option 1 – Change Pin
  - Enter new Pin (minimum 4 digits), then press #

### Change Recorded Name
- Select option 4 – Setup Options
- Select option 3 – Preferences
- Select option 2 – Change Recorded Name
  - System will play your current recorded name
  - To keep current name, press *
  - To record a new name, say your name at the tone, then press #