




# Accessing Cisco Voicemail

## Accessing your Voicemail from an external line

- Dial **210-784-5999** phone number to call Cisco Unit Connection Server
- Once the system message begins to play, Press the [\*] key on your personal phone.
- The system will prompt you for your ID (this is your 4-digit extension number). Enter your 4 digit extension and press[#] key
- The system will then ask you for your PIN number (this will be your voicemail password). Enter your PIN and press [#]
- The System will assist you with the rest.


## Accessing Voicemail from *any* Cisco Phone on Campus

To Access your voicemail from any cisco phone on Campus, please do the following:

- From any campus based CISCO phone press the Messages button: 
- Once the [Message] button is pressed, immediately press the [\*] key.
- The system will ask for prompt you for your ID (this is your 4-digit extension). Enter your 4-digit and press [#] key
- The system will prompt you for your PIN (your voicemail password); Enter your PIN and press # key

## Accessing Voicemail from *your* Cisco Phone

To Access You voicemail from your Cisco phone on Campus, please do the following:

- Press the [Messages] button on your phone: 
- The system will prompt for your PIN (your voicemail password). Enter your PIN and press # key.
- The system will assist you with the rest.