

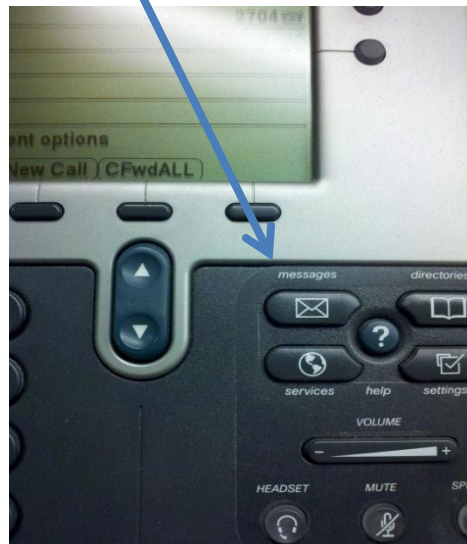
## Instructions for resetting your Cisco Voice Mail on your IP Phone Following the Upgrade

After the upgrade, on your phone you will need to reset a few things:

- 1 – Record your name
- 2 - Record another personal greeting
- 3 – Change your password

This is how you complete these resets:

When you hit the “messages” button on your phone (the button with the envelope), you will be prompted to enter a password. The initial password has been re-set to **12345**. Enter **12345** followed by the **#** sign.



The system will prompt you through the next steps of recording your name, recording a personal greeting and changing your password.

**If you are off campus** and wish to do this from another location follow these steps:

Dial the external number **931-540-2730 followed by \***

You will hear “Enter your ID, followed by the #” (this means enter your 4 digit extension...)

You will hear “Enter your password followed by #” (this will be the initial password **12345**).

The system will prompt you through the next steps