

CISCO Voicemail Setup

Effective August 2012

Voicemail Setup – From your phone.

- Press **Select** button (button with a white square), scroll down to option 2, then press the **Select** button again. (or dial 8900)
- Enter your pin, followed by # and follow the prompts. (your default PIN is 1234)
- You will be prompted to setup your name and welcome message.

Changing your PIN

- From any computer in the district, go to this URL: <https://ccm01:8443/ccmuser/showHome.do> There will be an error with the security certificate, proceed anyway.
- Log into the site using your district network username and password.
- In the upper left, on the gray bar, there is a dropdown menu User Options. Drop down to User Settings.
- After entering your current PIN (1234), select a new 4-digit pin and save.