

How to Personalize Your Cisco Phone



This document will walk you through how to setup and personalize your Cisco phone. You will record a Greeting that will play to callers if you are not available, and record your name so that you can be identified when you leave a message for someone else. The Greeting is your voicemail recording that will play before callers leave a message for you. This will also walk you through the process of changing your PIN if desired.

Recording your Greeting

1. Press the Messages button on your phone.
2. Enter your PIN, followed by #
3. Press 4 for Setup Options
4. To change your Greetings, Press 1
5. Your current greeting will play
6. Press 1 to re-record your Greeting
7. When you are finished recording, press #

Recording your Name

1. Press the Messages button on your phone.
2. Enter your PIN, followed by #
3. Press 4 for Setup Options
4. Press 3 for Preferences
5. Press 2 to change your Recorded Name
6. To record your name, say your first and last name after the tone, then press #

Change your PIN

1. Press the Messages button on your phone.
2. Enter your PIN, followed by #
3. Press 4 for Setup Options
4. Press 3 for Preferences
5. Press 1 to change your PIN
6. Enter your new PIN followed by #
7. Enter your new PIN again to verify, followed by #
8. Your new PIN is active.