


How to- Change PIN

Please call 4600 for assistance if you do not know the PIN.

Voicemail Access – Campus Phone

1. Press the **messages** button  or dial 7000.
2. Press the * key.
3. Enter your voicemail extension at the “Enter your ID” prompt. Press the # key.
4. Enter your PIN at the “Enter your PIN” prompt. Press the # key.

Voicemail Access – Non-Campus Phone




1. Dial 949-582-4900.
2. Press the * key.
3. Enter your voicemail extension at the “Enter your ID” prompt. Press the # key.
4. Enter your PIN at the “Enter your PIN” prompt. Press the # key.

Change PIN

Your PIN must be a minimum of four (4) digits. Do not use sequential (1234) or repeated (1111) digits or the phone extension as the PIN.

Press  to enter Setup Options.

Press  to change Preferences.

Press  to change the PIN. You will need to hit  after entering the PIN. You will then be asked to re-enter the PIN a second time followed by .

Help Desk 949-582-4600

<http://www.saddleback.edu/ts/cisco>