


How to- Voicemail User Change

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 .



Change Recorded Name

Press  to change the Recorded Name. You will need to hit  after saying your name.

Change Greeting

Press  to exit Preferences and return to Setup Options.

Press  to enter the Greetings menu.

Press  to change your Greeting. You will need to hit  after recording your new greeting.

You have completed setup and may hang up.

Help Desk 949-582-4600

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