Configuring voicemail for the first time

Personalizing the voice message service on a Cisco IP 79XX series telephone:

1. Press the **Messages** button on the phone.

2. An automated attendant will ask for the pin.

3. The default password (pin) is **12345** followed by **#**

4. After **12345 #**, the auto attendant will ask to set the unique password.

5. The minimum password is four digits.

6. Follow the automated prompts to set up your greeting and complete the process.

Personalizing the voice message service on a Cisco IP 78XX series telephone:

1. Press the **Messages** button on the phone.

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5. The minimum password is four digits.

6. Follow the automated prompts to set up your greeting and complete the process.

Personalizing the voice message service on a Cisco IP 69XX series telephone:

1. Press the **Messages** button on the phone.

2. An automated attendant will ask for the pin.

3. The default password (pin) is **12345** followed by **#**

4. After **12345 #**, the auto attendant will ask to set the unique password.

5. The minimum password is four digits.

6. Follow the automated prompts to set up your greeting and complete the process.

Information

A steady red light on your handset indicates you have a voice message waiting.