Resetting your Voicemail PIN

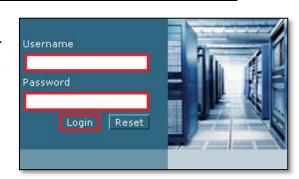*Below are the steps for resetting the **voicemail PIN** for the **Cisco VoIP Phone** found in your office. Prior to getting started please note that:*

- *You can only use these steps to reset the **PIN for your personal extension**. Please contact us if you need assistance resetting the PIN for your department's main line.*
- *We would recommend using **Mozilla Firefox** or **Microsoft Internet Explorer** to complete these steps, as the portal may not function properly in other web browsers.*

1. *Go to ucunity1.valdosta.edu/ciscopca in your web browser.*
2. *Use your **computer (Active Directory) credentials** to log in.*

Username

Password

Login   Reset

Welcome to the Cisco Personal Communications Assistant

Applications

The Cisco PCA provides access to the following Cisco web tool(s):

Messaging Assistant
The Cisco Unity Connection Assistant web tool lets you customize set up message notification devices and create private lists.

3. *Click **Messaging Assistant**.*
4. *Pan over **Passwords** and click **Change PIN** in the drop-down menu that appears.*
5. *Enter your new PIN in **both fields** and click **Save**.*

Messaging Assistant » Preferences » Personal Options

Preferences ▼   Passwords ▼   Greetings ▼   Notification Devic

💾 Save

Change PIN

External Service Accounts

Messaging Assistant » Passwords » PIN

Preferences ▼   Passwords ▼   Greetings ▼   Notification Devices ▼   Co

💾 Save

Last Changed: Tuesday, July 15, 2014 04:08:52 PM GMT-04:00

New PIN:

Confirm New PIN:

Save