**Telephone**

**Changing Your Voicemail password pin.**

"Your voicemail is set to **expire** every 180 days. To change your pin, please follow the steps below. If you missed the expiration date for your voicemail, please call the help desk @ 717-871-7777 and ask them to reset your pin."

1. Press the voicemail icon on your phone.
2. Enter 4 (set up options)
3. Enter 3 (Preferences)
4. Now change your pin (please follow prompts, you will be asked to enter your new pin twice and has to be six digits long.)

If you forget your password at anytime please call the help desk @ 717-871-7777 and ask them to reset your pin.

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**Quick Start Guide**

- Introduction video from YouTube
- MU WebEx User Guide
- Cisco Phone Extension Mobility
- Telephone System Voicemail Map

**Telephone System Training Session:**