Enrolling as a Unity Connection User

About Enrollment

Your first step in using Cisco Unity Connection is to enroll as a user, which you do by phone. Unity Connection is set up so that you hear the first-time enrollment conversation when you call the system for the first time.

The first-time enrollment conversation is a set of prerecorded prompts that guide you as you do the following tasks:

- Record your name.
- Record a greeting that outside callers hear when you do not answer your phone.
- Change your PIN.

At any time after enrollment, you can rerecord your name and greeting, or change your PIN and directory listing status.

Enrolling as a User

Step 1. If you are calling from your BGSU desk phone, press your Voicemail feature button.

If you are calling from a BGSU phone that does not have a Voicemail feature button, dial 29622.

If you are calling from your personal cell phone, from home, or from any non-BGSU telephone, dial 419-372-9622.

Step 2. Press * (star key) when Unity Connection answers.
Step 3. You will be asked to enter your Unity Connection ID. This is your BGSU extension number (2-XXXX). Enter it, then press # (pound) to continue.

Step 4. Now you will be prompted to enter your PIN followed by # (pound).

Step 5. Respond as prompted. You do not need to refer to any Connection documentation during enrollment. The system will tell you when the enrollment process is complete.

If you hang up before you have enrolled completely, the first-time enrollment conversation plays again the next time you sign in to Connection.