The First Time You Access Your Voicemail, You Must Personalize Your New Voicemail Box Through Cisco Unity Enrollment:

1. **Dial 2800** (or 270-2800 from outside ECC) to access the Unity messaging system.
2. **Press** * then **Dial** your phone extension.
3. **Press** #.
4. **Enter your numeric password** when prompted for your password or access code.
5. Listen to the instructions and follow the steps for Enrollment into Cisco Unity to create your message and select password.

To access voicemail messages from a phone:

1. **Dial 2800** (or 270-2800 from outside ECC) to access the voicemail message system.
2. **Press** *.
3. **Enter** your extension as your personal identification number.
4. **Press** #.
5. **Enter** your **password**.

An Important Note About Your Phone Number Extension:

All phone extensions may be dialed from any internal Erie Community phone. Please note that when calling an Erie Community College phone number from outside the college before you dial the extension you must first dial:

- **851-** if the ext. begins with 1###,
- **270-** if the ext. begins with 2### - 5###