## **Change Your Voicemail PIN**

1. In a browser, navigate to : <u>https://cucx-pub.uncp.edu/inbox/</u>



- 2. This will take you to the Cisco Personal Communications Assistant login page.
- 3. Type your network username and password, then click Sign In.

Sign In	×P	The University of North Caroli × +		
€ → ୯ û	[	🛈 🚔 https://auax-pub.uncp.edu/inbox/		
		(1)(1)(1), Cisco Unity Connection CISCO Web Inbox		
			Sign In Username: Password:	

4. Click the Settings button.

cisco Web Inbox	ction	
Message Settings		
Inbox Deleted Sen		
! 🔒 From	Subject	

5. Click the Passwords dropdown button.

Messaging Assistant » Preferences » Personal Options							
Preferences - Passwords - Greeting	as 🔻 Notification Devices 👻 Contacts 💌	Private Lists 👻 Help 👻					
Save							
Name First Name	John						
Alternate Spelling of First Name							
Last Name	Smith						
Alternate Spelling of Last Name							
Recorded Name	Play/Record						
Alternate Names							
First Name	Last Name						
No entries	-						

## 6. Click Change PIN.

← → œ	ŵ	🛈 🔒 https://cucx-pub.uncp.edu/ciscopca/unityassistant/pin.do			
Messaging Assist	tant » Password	s » PIN			
Preferences •	Passwords 🔻	Greetings   Notification Devices   Contacts   Private Lists  Help			
Save	Change PI	4			
<u></u>	External Service Accounts				
Last Changed	l: Monday, 、	June 24, 2019 04:14:44 PM GMT-04:00			
Confirm New	PIN:				

- 7. Type the PIN you want to use.
  - Must be at least 6 digits long
  - Cannot be repeating numbers, such as 999999 or 444444.
  - Cannot be trivial, such as 123456
- 8. Click Save.
- 9. Close the window. Your new PIN is now set.