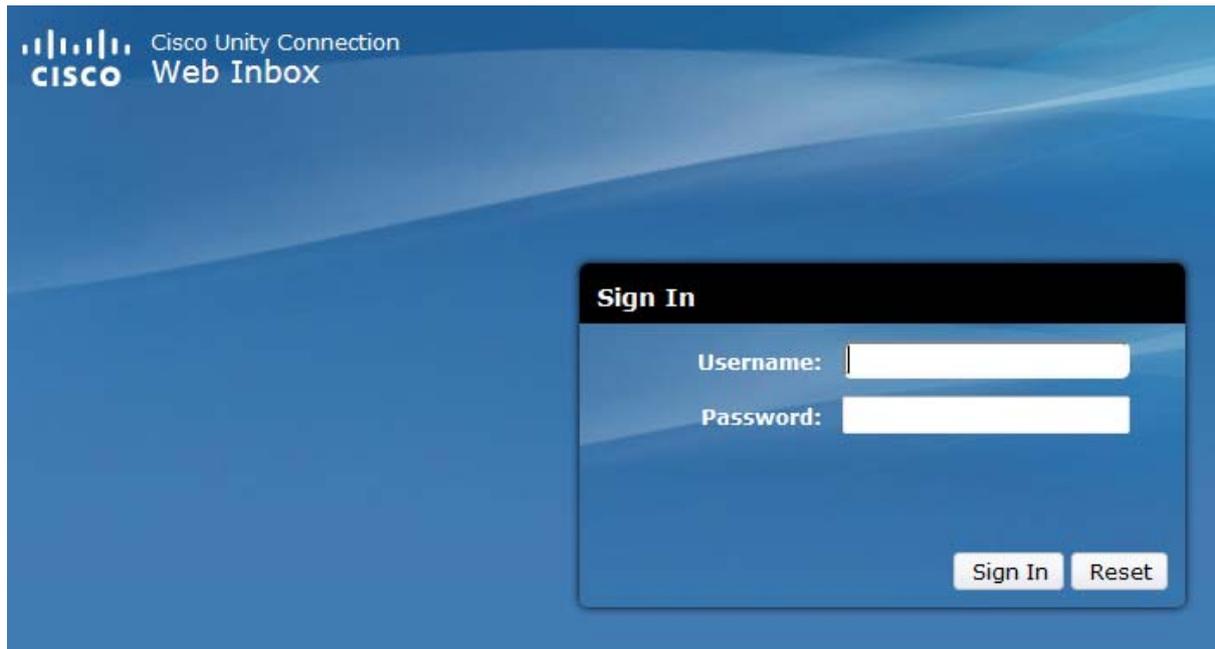


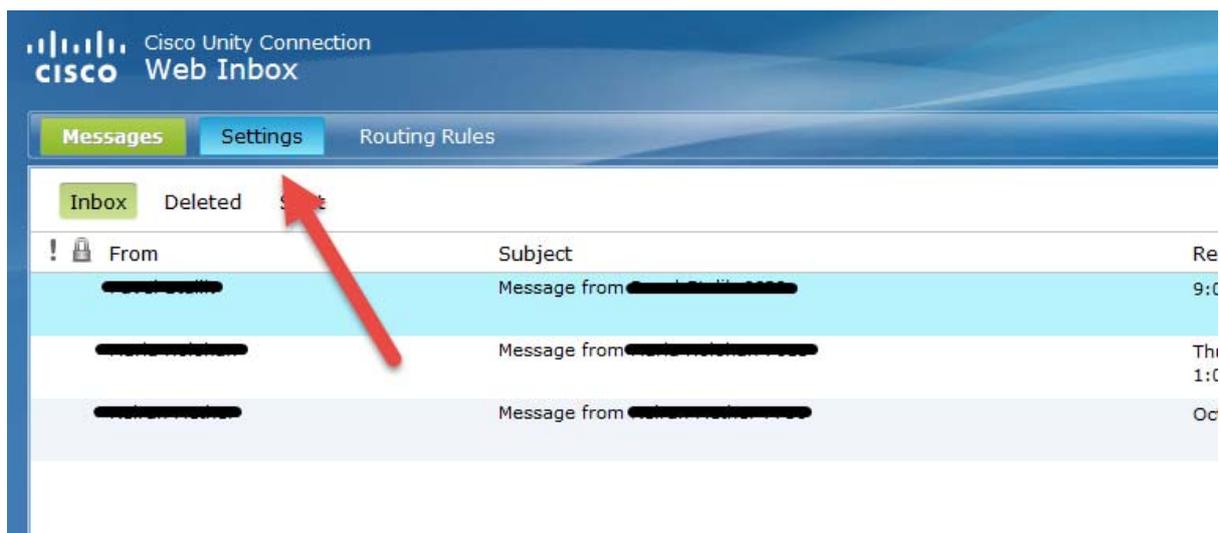
How to Change Your Voicemail PIN

When logged in to your CDU PC/laptop, open Internet Explorer and go to <http://voicemail.cdu.edu.au> which will redirect you to the Cisco Personal Communications Assistant.

1. It is recommended that you save this web page in your favourites for next time.
2. Enter your CDU username and password and click **Sign In**



3. Click on **Settings**



4. Click on **Passwords**



5. Then click on **Change Pin**



6. Type in your new Pin and then re-type it in Confirm New Pin field. Click the **Save** button.

New PIN:

Confirm New PIN:

Save

A screenshot of the PIN change form. It contains two input fields: 'New PIN:' and 'Confirm New PIN:'. Below the fields is a 'Save' button. A red arrow points to the 'New PIN' input field.

NB See point 9 below for information on valid passwords.

6. The web page will update to show your password was successfully changed.

7. Close the Tab and then Click on Sign Out to exit the application.

8. You can check the change by going in to your voicemail from your phone and trying the new password.

9. Valid voicemail passwords:

- The digits are not all the same (for example, 999999).
- The digits are not consecutive for example, 123456 or 654321).
- Not your phone number
- Minimum of 6 digits in length
- Cannot use the previous 5 PINs

In addition, it is advisable to choose a PIN that does not

- Spell your first or last name, organization or company name, or any other obvious words.
- Contain your primary extension
- Contain the reverse of their primary extension
- Use the same digits more than twice in a row (for example, 900012)
- Use a 1 digit increment of a previous password (for example, 120185 to 120186)
- Contain fewer than three different digits (for example, 818181)