



# Enrolling as a Cisco Unity Connection User

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- [About Enrollment, on page 1](#)
- [Enrolling as a User, on page 1](#)

## About Enrollment

Your first step in using Cisco Unity Connection is to enroll as a user, which you do by phone. Typically, 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.
- Choose whether to be listed in the directory. (When you are listed in the directory, callers who do not know your extension can reach you by spelling or saying your name.)

Typically, your Connection administrator gives you an ID (usually your desk phone extension) and a temporary PIN.

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

### Related Topics

- [Enrolling as a User, on page 1](#)

## Enrolling as a User

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- Step 1** Dial the applicable number to call Cisco Unity Connection from your desk phone, from another phone within your organization, or from outside your organization.
- Step 2** If you are calling from another phone within your organization or from outside your organization, press \* (star key) when Connection answers.

**Step 3** 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.

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**Related Topics**

[About Enrollment](#), on page 1