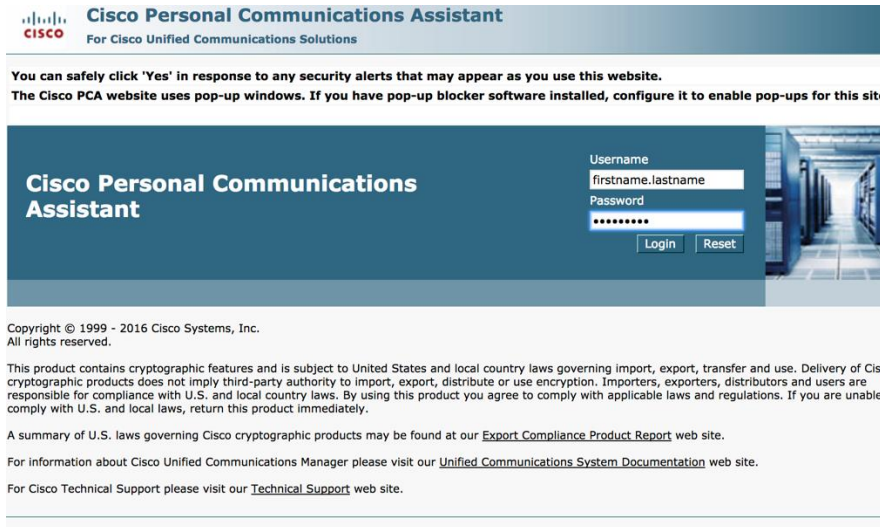


Resetting your Lehman Voicemail PIN on the Personal Communicator Assistant (PCA) portal

The steps below explain how to reset the voicemail PIN for your office telephone on the Personal Communications Assistant (PCA). You must use VPN to access the PCA from off-campus.

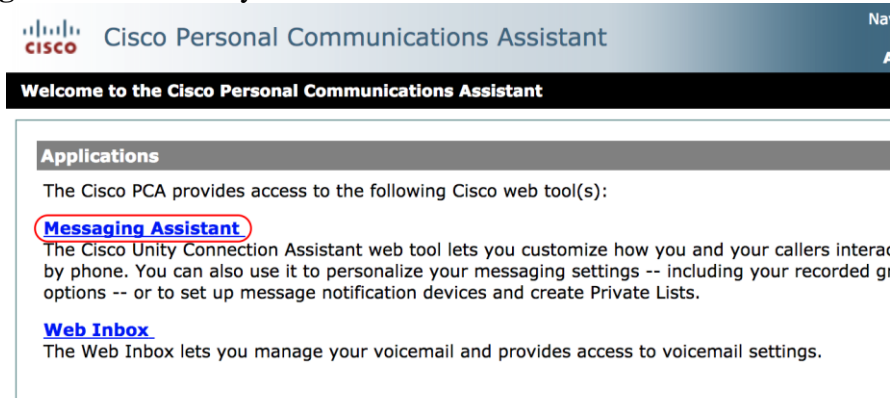
Change your Voicemail PIN on the PCA Dashboard

1. Open a Web Browser, and visit the URL <https://voicemail.lehman.edu/ciscopca>
2. Sign in to the PCA with your Lehman email Username and Password:



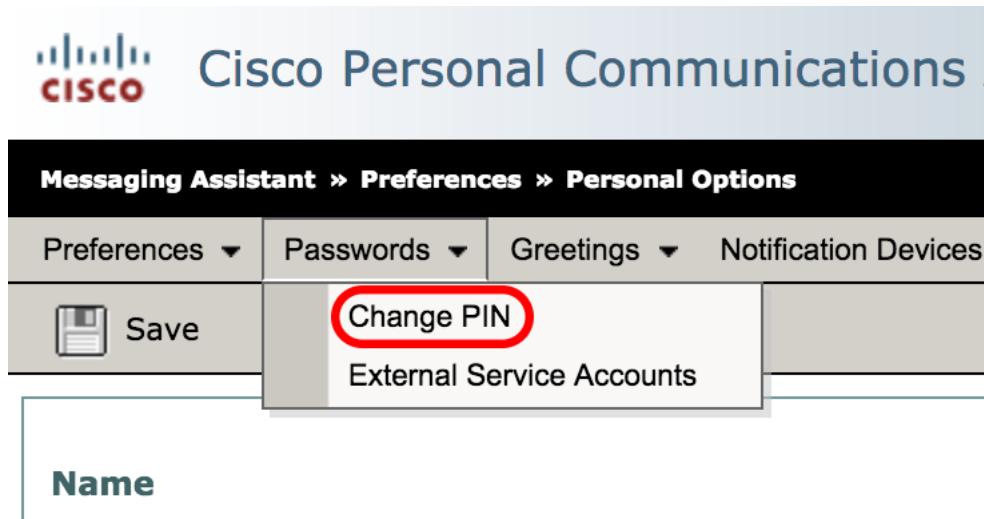
The screenshot shows the Cisco Personal Communications Assistant login page. At the top, it says "Cisco Personal Communications Assistant" and "For Cisco Unified Communications Solutions". Below that is a security warning: "You can safely click 'Yes' in response to any security alerts that may appear as you use this website. The Cisco PCA website uses pop-up windows. If you have pop-up blocker software installed, configure it to enable pop-ups for this site." The main content area has a login form with fields for "Username" (containing "firstname.lastname") and "Password" (masked with dots). There are "Login" and "Reset" buttons. To the right of the form is a background image of server racks. At the bottom, there is copyright information and legal disclaimers.

3. Select “**Messaging Assistant**” from your dashboard:

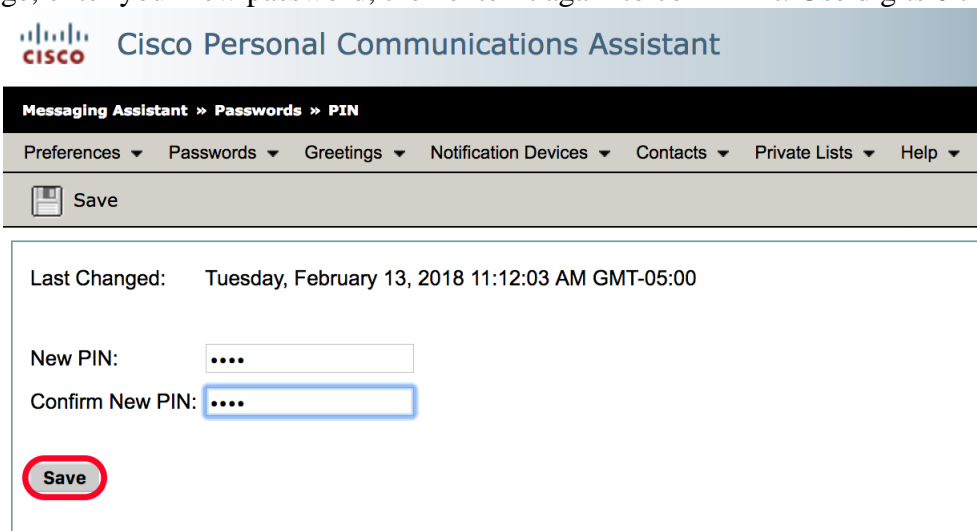


The screenshot shows the Cisco Personal Communications Assistant dashboard. At the top, it says "Cisco Personal Communications Assistant" and "Welcome to the Cisco Personal Communications Assistant". Below that is a section titled "Applications" with a sub-header "Applications". The text says: "The Cisco PCA provides access to the following Cisco web tool(s):" followed by a list of applications. "Messaging Assistant" is highlighted with a red circle. The text for "Messaging Assistant" says: "The Cisco Unity Connection Assistant web tool lets you customize how you and your callers interact by phone. You can also use it to personalize your messaging settings -- including your recorded greetings -- or to set up message notification devices and create Private Lists." Below that is "Web Inbox" with the text: "The Web Inbox lets you manage your voicemail and provides access to voicemail settings."

4. In the Messaging Assistant, from the Passwords menu, select Change PIN.



5. On the PIN page, enter your new password, then enter it again to confirm it. Use digits 0 through 9 only.



6. Select "Save".

Don't know your existing Lehman User Name and Password?

- Your Lehman Username and Password (same as your Email User Name and Password) can be reset at the Lehman Self Service Password Manager, go to Login on the home page of www.lehman.edu. Alternatively, you can visit the Help Desk in Carman Hall or at the Library.

Have more questions? Please contact the Help Desk.