

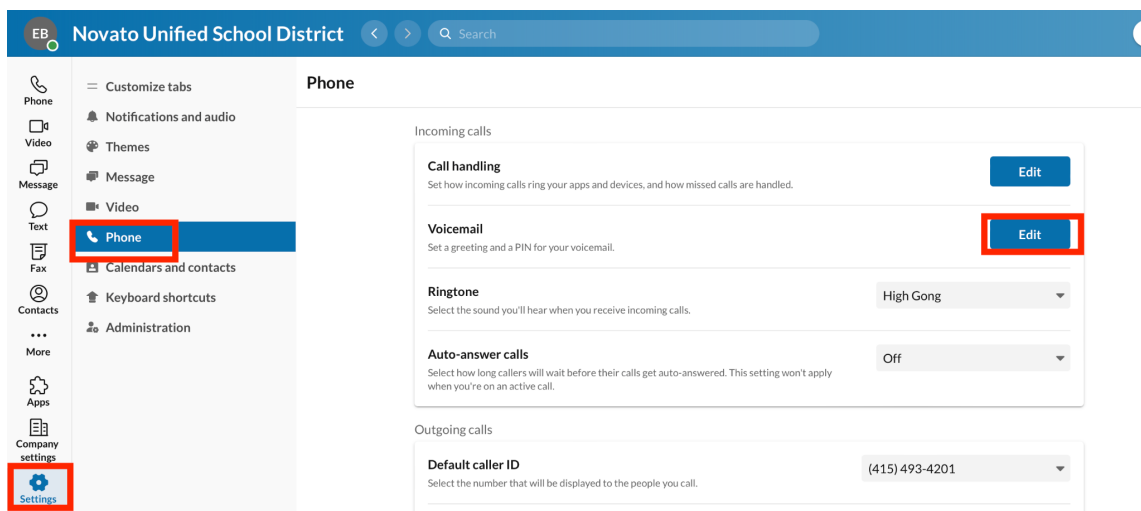
# Setting PIN for Direct Line

## If you have not activated your RingCentral account:

- Submit a ticket ([help@nUSD.org](mailto:help@nUSD.org)) asking for a resend of your invitation
- You will be prompted to create a PIN upon activation

## If you have activated your RingCentral account:

- Login to <http://app.ringcentral.com>
- Select *Settings* from the left side menu
- Select *Phone* from the inner left menu
- Click the *Edit* button to right of *Voicemail* in the center of the screen
- A new menu will appear with the button at the bottom allowing you to change your PIN. You will also find here that you can change your voicemail greeting.



## Voicemail

Work hours

After hours

Schedule: Callers sent to voicemail will hear this greeting 24 hours, 7 days a week. To play a different greeting during after hours, set a custom schedule. [Edit schedule](#)

Voicemail greeting ⓘ

00:00 / 00:00

[Record](#)

Voicemail PIN ⓘ

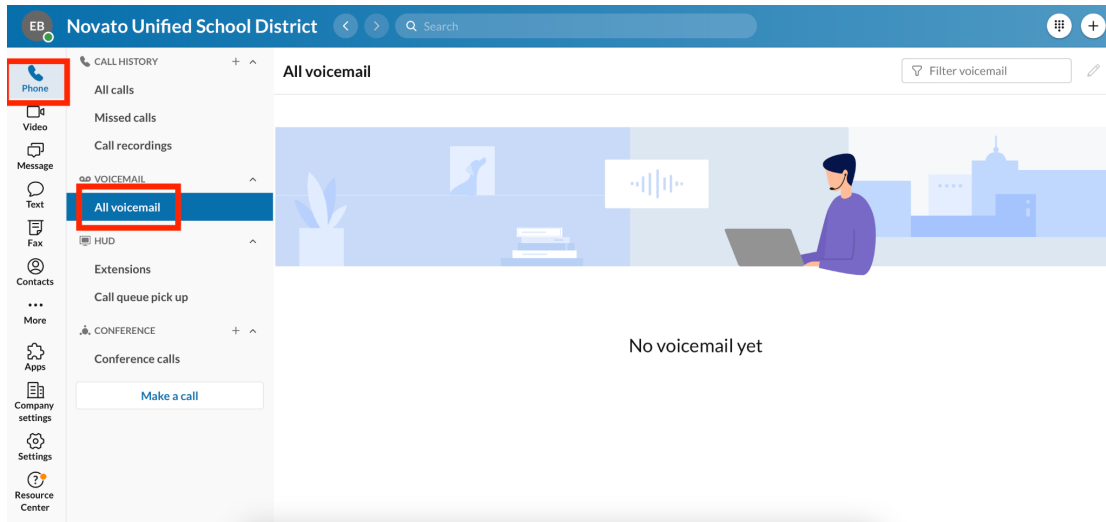
[Change PIN](#)

[Cancel](#) [Save](#)

## Retrieving Voicemails for Direct Line

### Through the web application:

- Login to <http://app.ringcentral.com>
- Select *Phone* from the left side menu
- Select *All Voicemail* from the inner left menu



### From the phone:

- Hit the envelope button
- Enter your PIN followed by pound (#)