



The Cisco Unity Assistant Web Tool

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About the Cisco Unity Assistant Web Tool

The Cisco Unity Assistant web tool lets you customize how you and your callers interact with Cisco Unity Connection by phone. You can also use it to personalize your Connection settings—including your recorded greetings and message-delivery options—and to set up message-notification devices and to create private lists.

Access to the Cisco Unity Assistant is provided through the Cisco Personal Communications Assistant (PCA) website.



Note

The Internet browser on your computer must be set up to use the Cisco PCA and the Cisco Unity Assistant. Although it is likely that your Connection administrator has already done so for the computer that you use at the office, if your organization offers remote access to the Cisco PCA, you must set up the installed browser(s) on any other computer that you plan to use for accessing the website. Ask your Connection administrator for instructions.

We welcome your feedback about Cisco Unity Connection. Click the Feedback link in the top right corner of the Cisco Unity Assistant pages. In the form that opens, enter any information that you want to send to us about Connection, then click Submit.

Accessing the Cisco Unity Assistant Web Tool

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To Access the Cisco Unity Assistant

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- Step 1** Go to the Cisco PCA logon page at <http://<Cisco Unity Connection server>/ciscopca>. (The URL is case sensitive.)



Timesaver Bookmark the Cisco PCA URL, so you do not have to enter the web address each time you want to access the Cisco Unity Assistant.

- Step 2** Enter your username and password.
- Step 3** If you cannot remember your Cisco PCA password, contact your Connection administrator for assistance.
- Step 4** Click **Log In**.
- Step 5** On the Cisco PCA Home page, click the **Cisco Unity Assistant** link.
- Step 6** When you are finished, click **Log Out** in the top right corner of any Cisco Unity Assistant page.
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To Access Help for the Cisco Unity Assistant

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- Step 1** On any Cisco Unity Assistant page, click the **Help** menu.
- Step 2** From the Help menu, click the applicable link:

Contents	Provides a list of topics in Help.
Index	Provides a Help index.
This Page	Provides the Help topic applicable to the page you are viewing.

For help on an icon, hover the mouse over the icon until a tooltip is displayed.
