



The Messaging Assistant Web Tool

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About the Messaging Assistant Web Tool

The Messaging 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 preferences—and to set up message-notification devices and to create private lists.

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



Note

The web browser on your computer must be set up to use the Cisco PCA and the Messaging Assistant. Although it is likely that your Connection administrator has already done so for the computer that you use for work, 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.

Related Topics

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Accessing the Messaging Assistant Web Tool

Procedure

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

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

- Step 2** Enter your username and password.
If you cannot remember your Cisco PCA password, contact your Connection administrator for assistance.
- Step 3** Select **Sign In**.
- Step 4** On the Cisco PCA Home page, select the **Messaging Assistant** link.
- Step 5** When you are finished, select **Sign Out** in the top right corner of any Messaging Assistant page.
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Accessing Help for the Messaging Assistant Web Tool

Procedure

- Step 1** On any Messaging Assistant page, select the **Help** menu.

- Step 2** From the Help menu, select the applicable link:

| Option | Description |
|-----------|---|
| 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 cursor over the icon until the tooltip displays.
