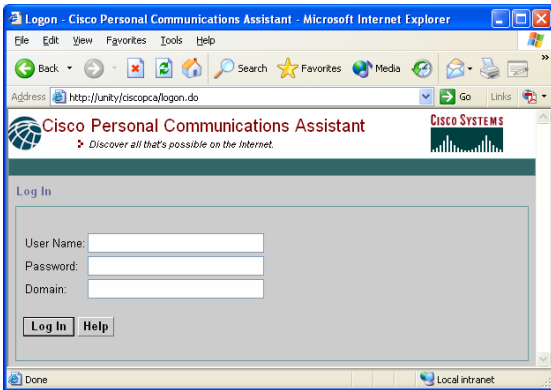


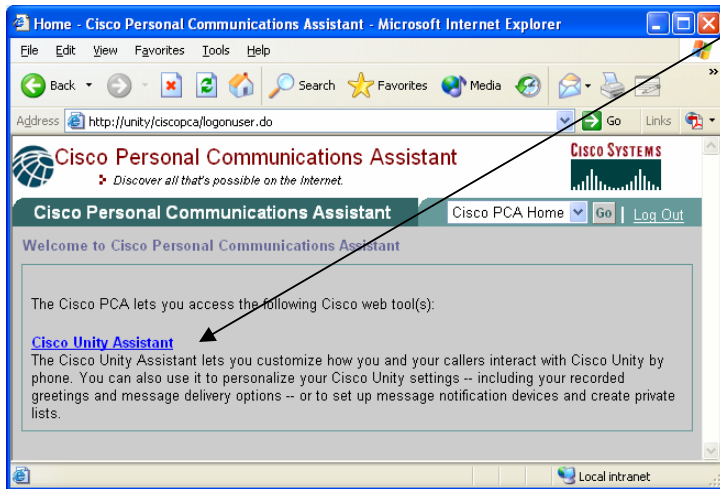
### Logging Into Unity Personal Communications Assistant

- 1) Open up your web browser and go to: <http://unity.msubillings.edu/web/aa>
- 2) It will prompt you for a login; use your msubillings login information:
- 3) Click Login

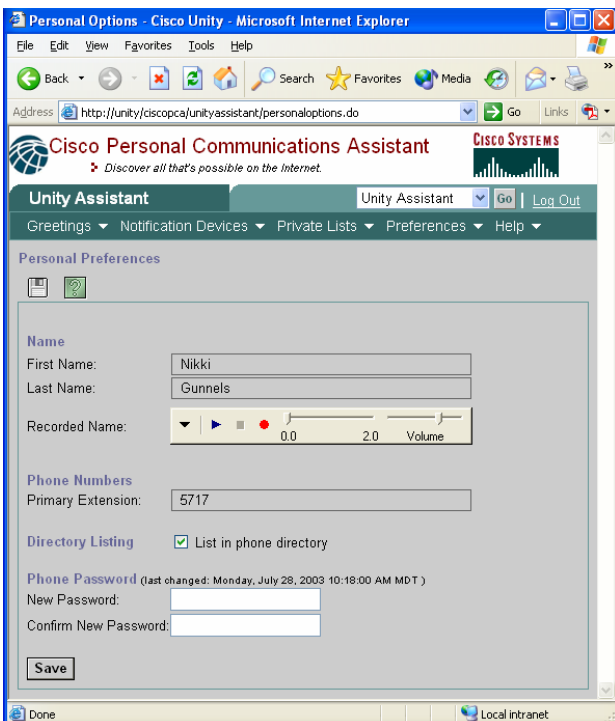


Username: YourUserName  
Password: YourDomainPassword  
Domain: msubillings

- 4) You will be at this window; click Cisco Unity Assistant



- 5) The main Cisco Personal Communications Assistant (**Personal Preferences**) window will now open.



You can administer your personal voicemail box from the web using the Communications Assistant.

From this window you can **change your recorded name or your Unity voicemail password.**


**NOTE: You can also get to this menu from clicking on Preferences | Personal**

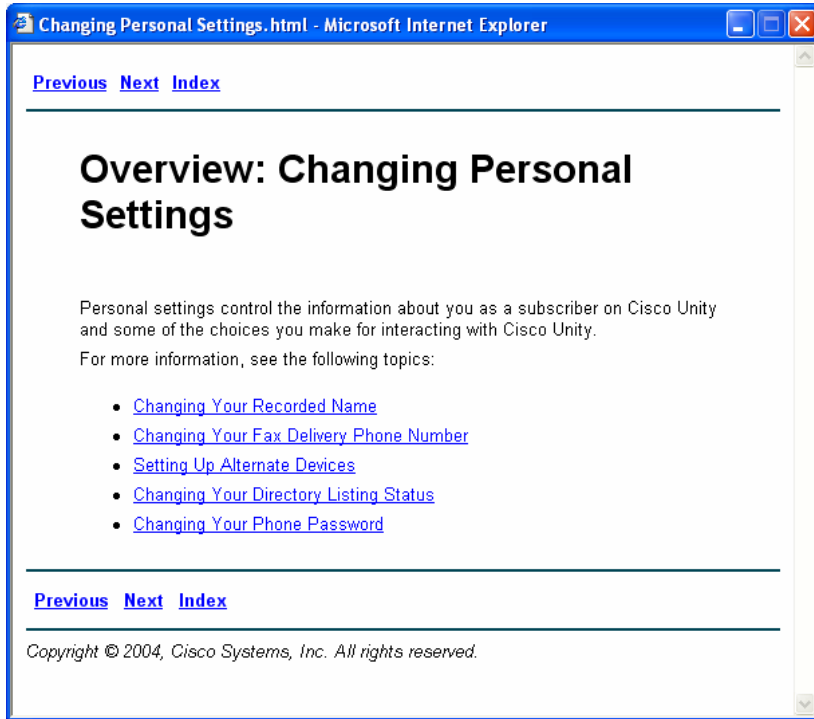
## GETTING HELP inside Communications Assistant

There are two ways to get help while you are browsing in the Communications Assistant.

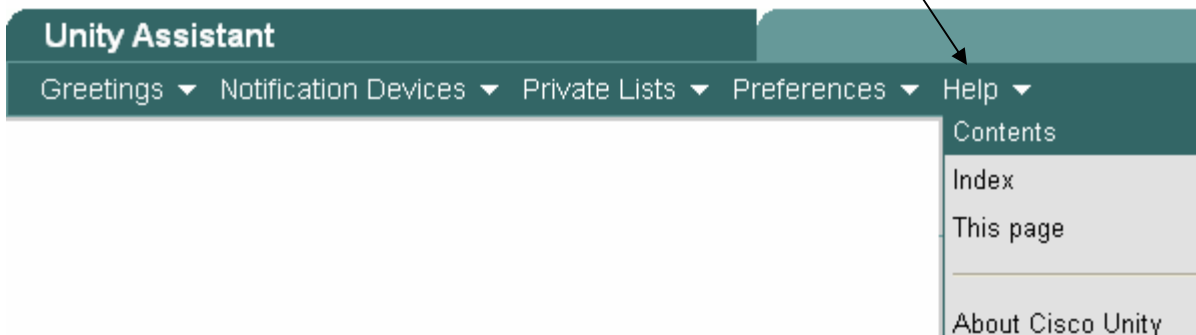
### Personal Preferences



1) Click the  key under Personal Preferences and you will receive the following window:

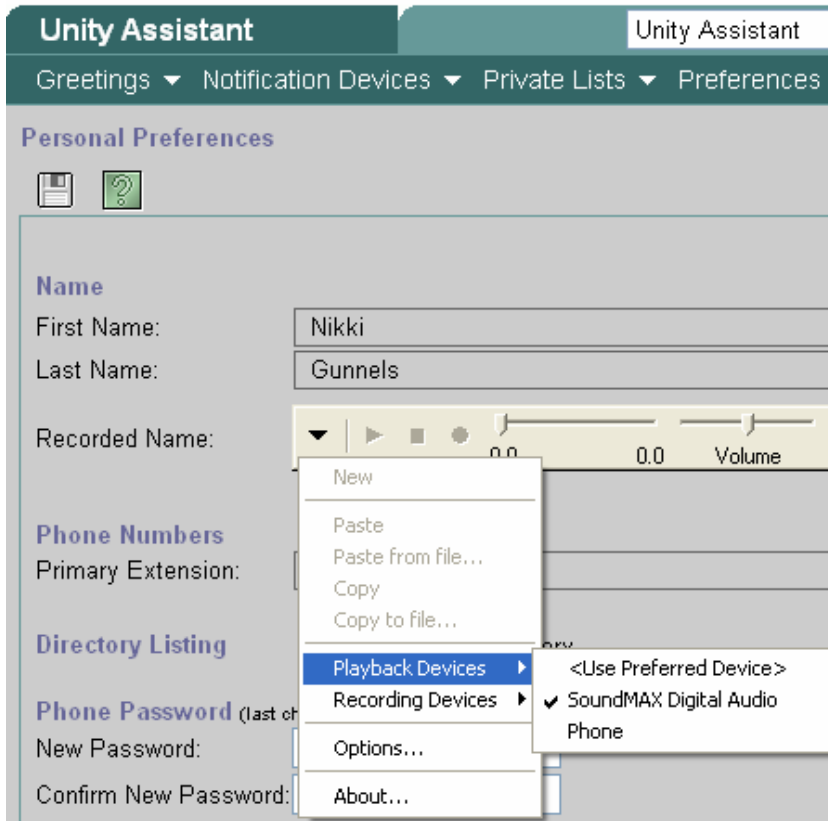


2) Or, to get help click on the Help button in the upper right hand corner of the screen and browse the listed subjects.

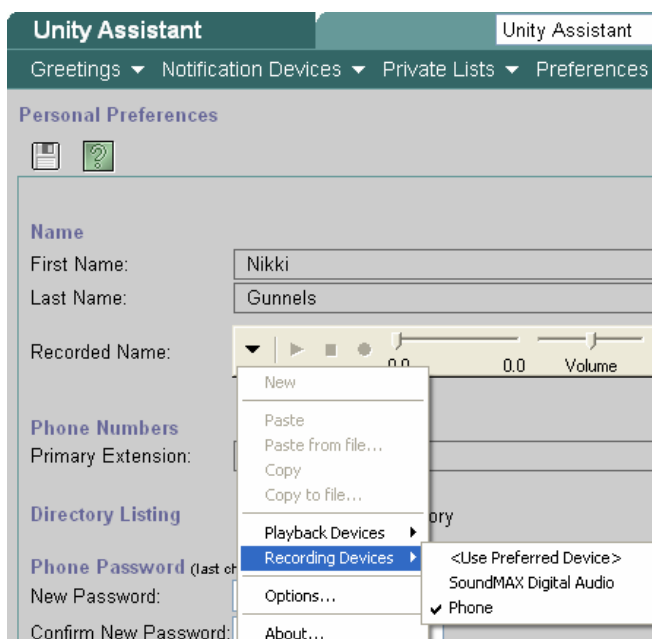


**Configuring Unity Assistant to work with your phone**

1) Make certain that your recording device is your telephone, that your playback device is your computer/speakers and that Unity Assistant is configured to use your work phone number. To do that, click on the down arrow next to Recorded Name.



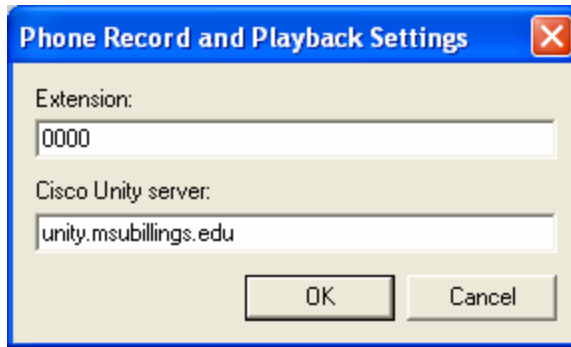
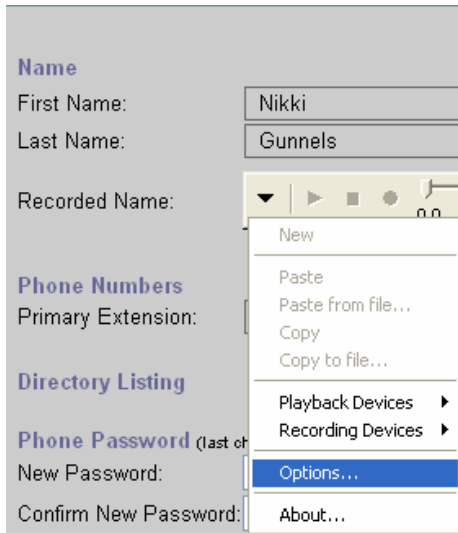
2) Playback Device should be set to your sound card, make sure it has a checkmark next to the proper device.



3) Recording device should be set to phone, make sure that phone has been selected with a checkmark.

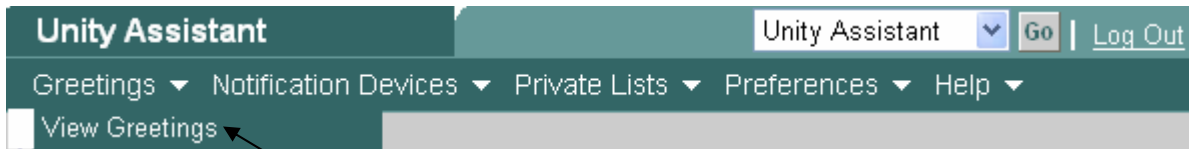
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4) Click on Options, you get the following window:

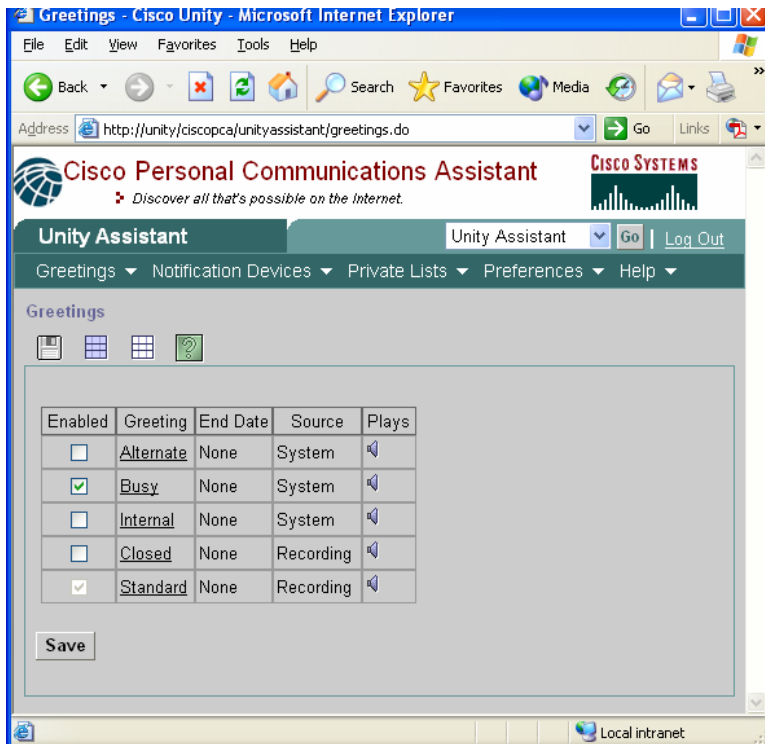


5) For extension, enter your 4 digit camps extension. Where it asks for Cisco Unity server: type in *unity.msbillings.edu* and click OK. (NOTE: you only have to configure your options the first time you use Unity Active Assistant on your computer.

### Greetings



1) Click on the View Greetings link; you will get the following window:



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### Using Cisco Unity Personal Communications Assistant To Set Up Your Voice Mail Box

2) Choose a greeting from the list shown here:

NOTE: unless these options have been selected and recorded, only your default greeting will play. You can make your caller feel welcome by utilizing all of these recordings.

- Alternative: use for vacation, time away from office, etc.
- Busy: will play when you are on the phone.
- Internal: will play to internal MSU-Billings callers (less formal)
- Closed: will play before and after your set office hours.
- Standard: this is your default greeting; it will play when no other greetings are recorded.

3) For each greeting choose enabled or disabled.

**Status**

Disabled

Enabled with no end date and time

Enabled until:

- You can't disable the Standard Greeting
- Any greeting you enable must have a recorded greeting or it will use the system greeting or standard greeting only.

4) For each greeting (other than Standard Greeting), you can have an end date/time.

**Status**

When your alternate greeting is enabled, it overrides all other greetings.

Disabled

Enabled with no end date and time

Enabled until:

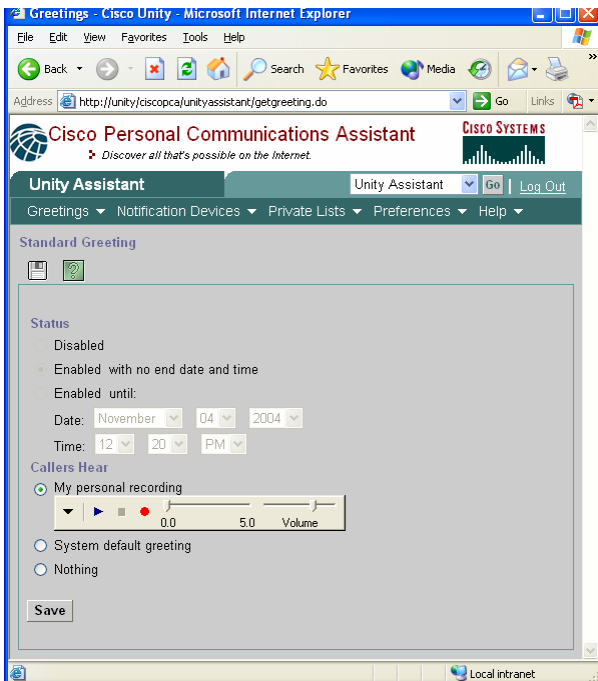
Date:

Time:


5) To change end date of a greeting, enter appropriate date and click the SAVE button.

## Standard Greeting

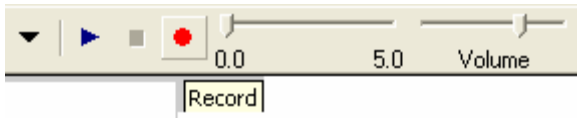
1) Click on the Standard Greeting link. You will get the following window:



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2) Remember, for help, press the  key.

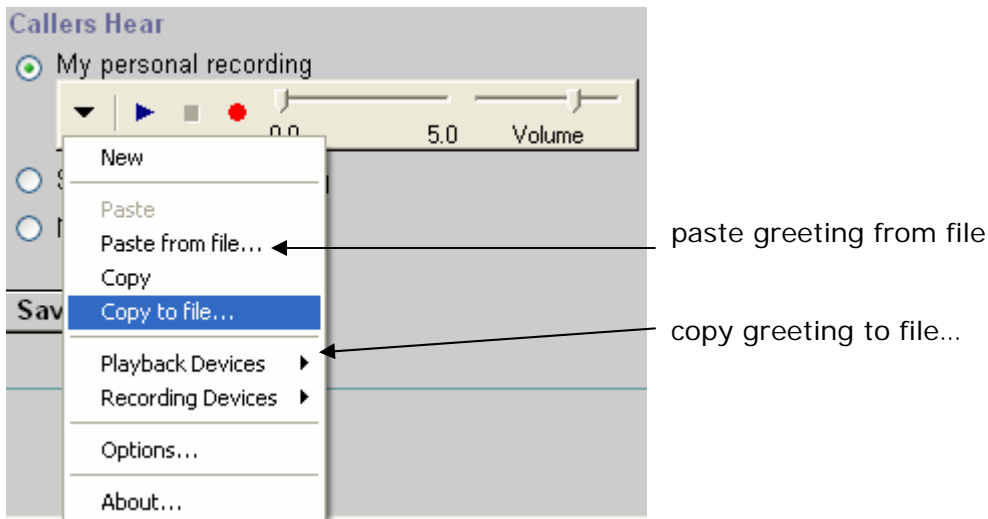
3) Record your greeting by clicking the red dot. Your telephone will ring. When you pick it up, you will immediately hear a beep. State your message after the beep. To stop the recording, either press the # key on your phone, or press the record button once again (which will turn into a blue square during recording session).



TIP: If you make a mistake and want to re-record your greeting, press the red dot. Your phone will ring and you will get a message asking if you want to overwrite the current greeting. Once you click on YES, you will immediately hear the beep. State your message after the beep.

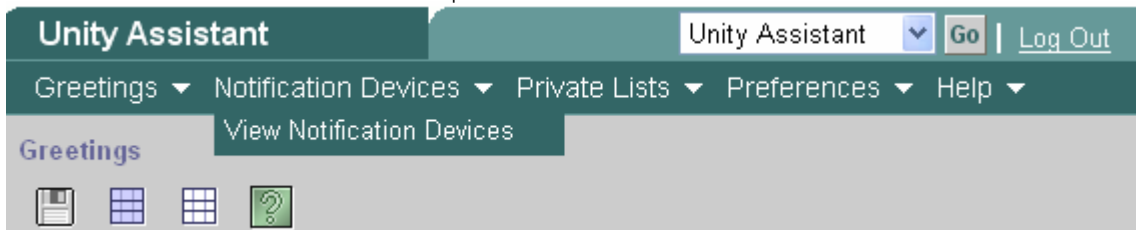
4) Use these instructions to record all of your greetings including alternate, closed, internal, standard and busy.

TIP: Once you have recorded a greeting, you can copy your message to a file by clicking the black down arrow and choosing copy and then paste. You can then use these messages for other greetings.

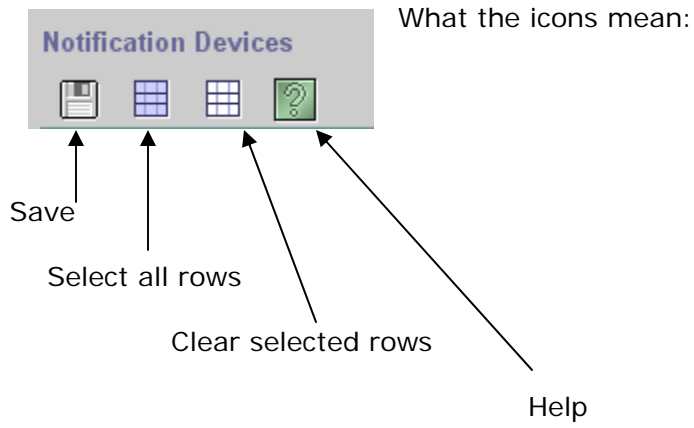
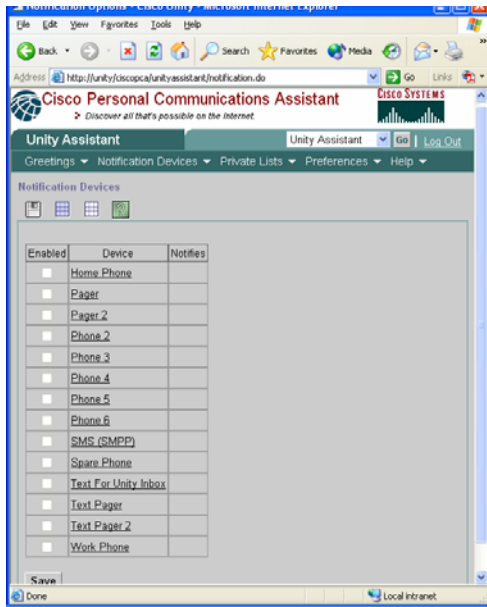


### Notification Devices

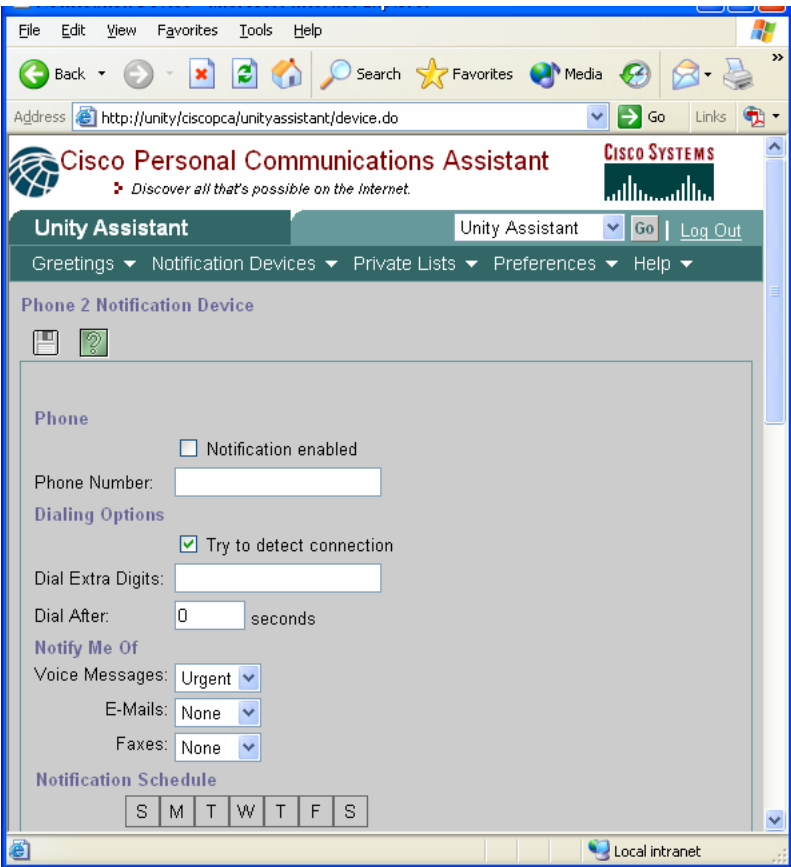
Click on the Notification Devices | View Notification Devices



## MSU-Billings ~ Telephony Using Cisco Unity Personal Communications Assistant To Set Up Your Voice Mail Box

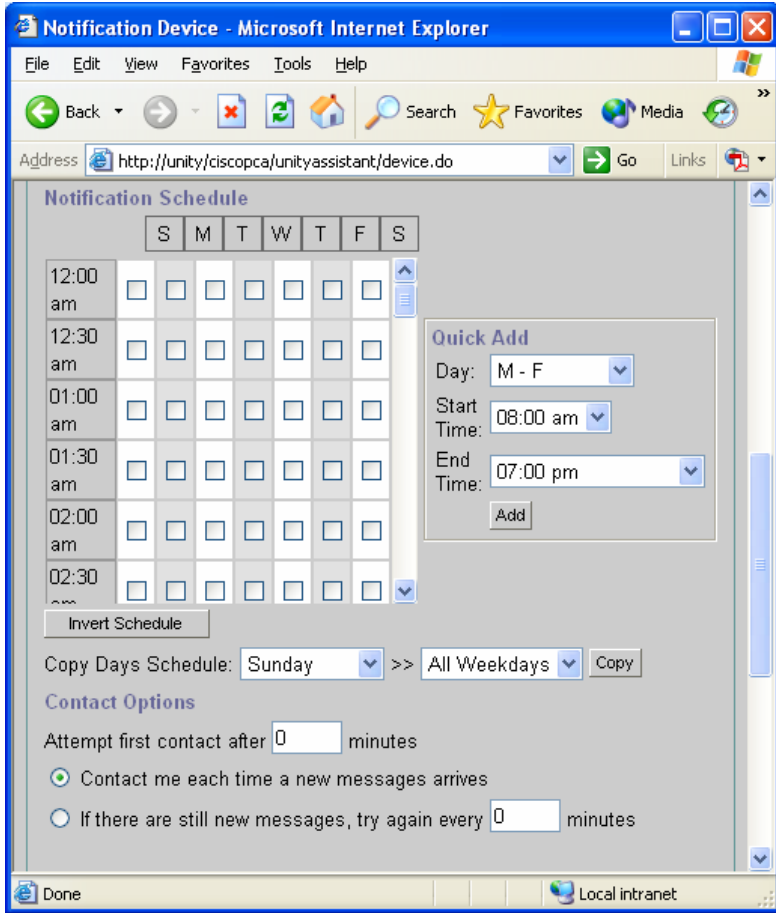


- 1) Select the device that you want to use by clicking on it. The settings on the rest of this section apply to the device that you select here. Settings for each phone or pager must be created separately.
- 2) To configure Phone 2, enter the phone number that you would like Unity to call to notify you when you have voicemail. Remember to include a 9 for external calling. (NOTE: long distance calling has been restricted). If you want Unity to call an internal MSU-Billings phone number, you can add just the 4 digit extension.

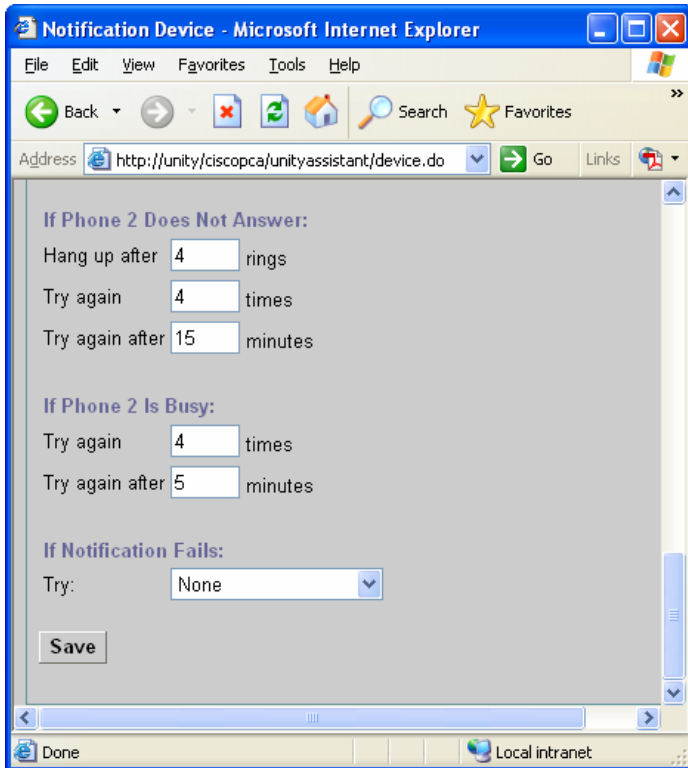


- Enter the phone number of the selected device. Use digits 0 through 9. You can also enter: , (comma) to insert a one-second pause. # and \* correspond to the # and \* key on the phone.
- Do not use spaces, dashes, or parentheses between digits. Begin with any access code needed to make an external call (for example, 9).
- You can choose to be notified for voice messages, and e-mails.

3) You can choose your notification schedule from the Notification Devices menu.



Set appropriate notification schedule and click SAVE.



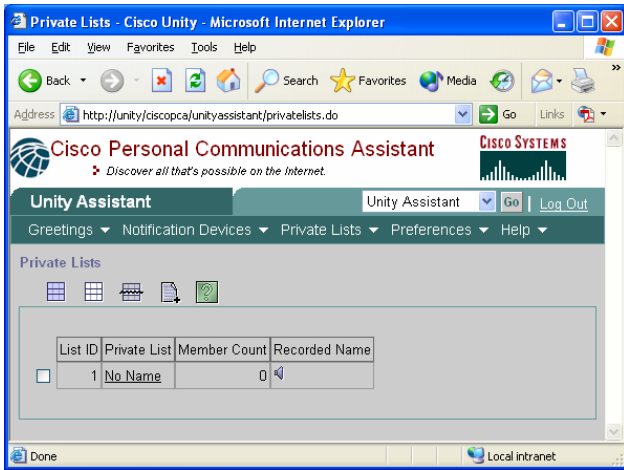
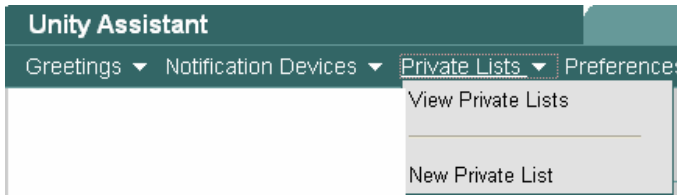
4) Other notification settings include what to do if the phone does not answer or is busy. Select appropriate settings and press SAVE.



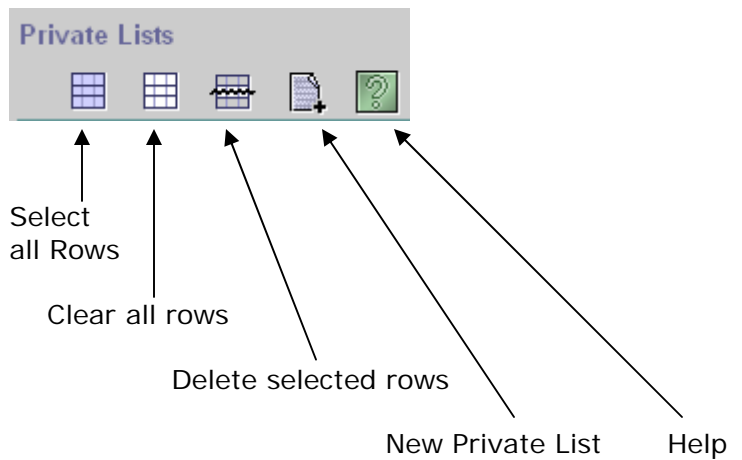
### Private Lists

You can view and create private voicemail groups.

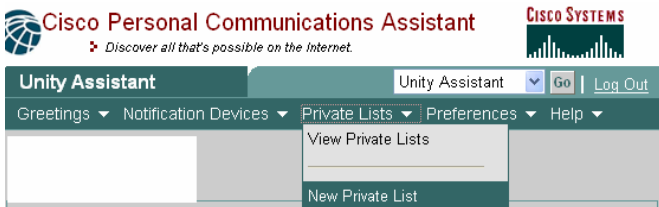
To view your personal voicemail group, click on Private Lists | View Private List



What the icons mean:

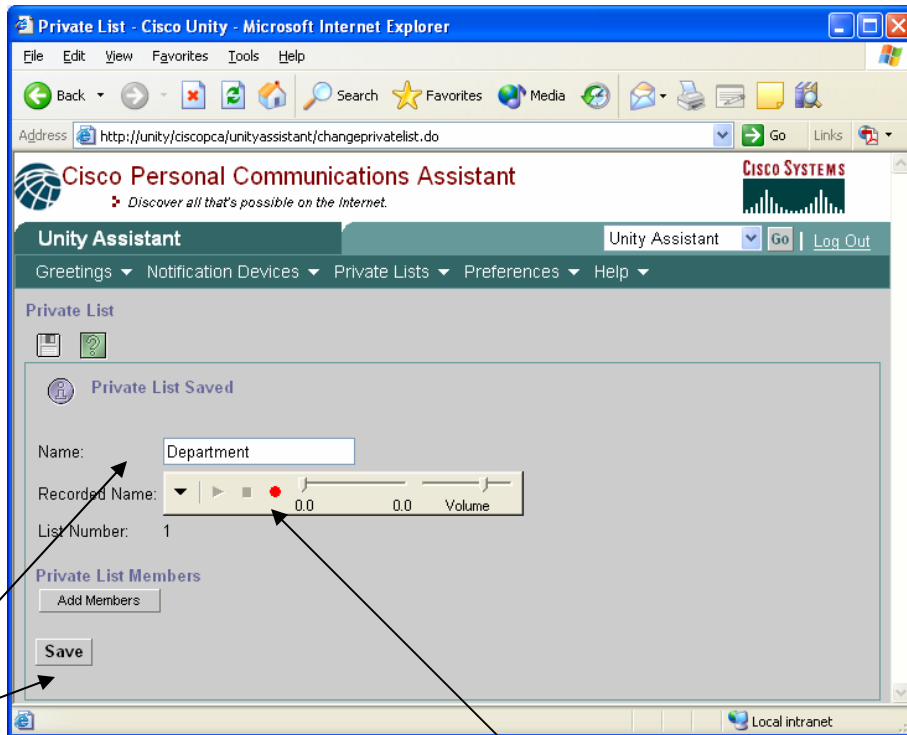


To create a new voicemail group, click Private List | New Private List.



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- 1) Type a name for the private list and click Save. The name you enter for the private list is displayed in the Cisco Unity address book.

- 2) Record the private list name.

#### Private List Members

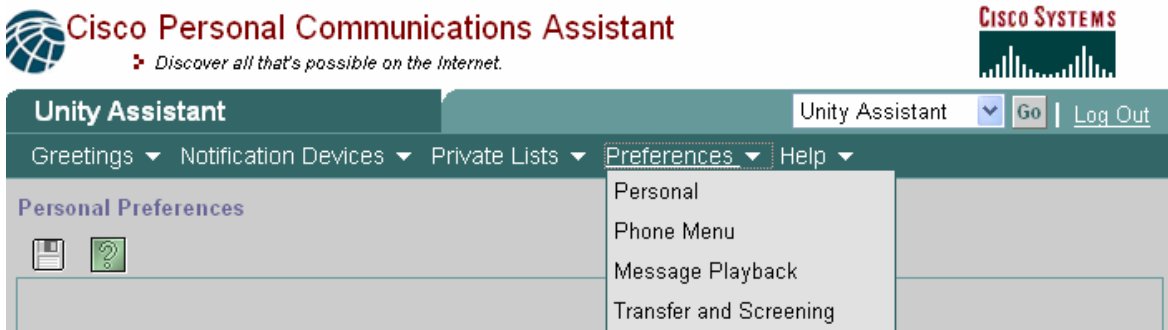
Add Members

- 3) To add or remove subscribers from the list, click Add Members or Change Members (as the case may be). This setting shows the subscribers on the list. There is no limit imposed on the number of subscribers that can be added to a private list. Other private lists cannot be members of a private list; however, a public distribution list may be the member of a private list.

## Preferences

You can change voicemail preferences.

To view your voicemail preferences, click on Preferences

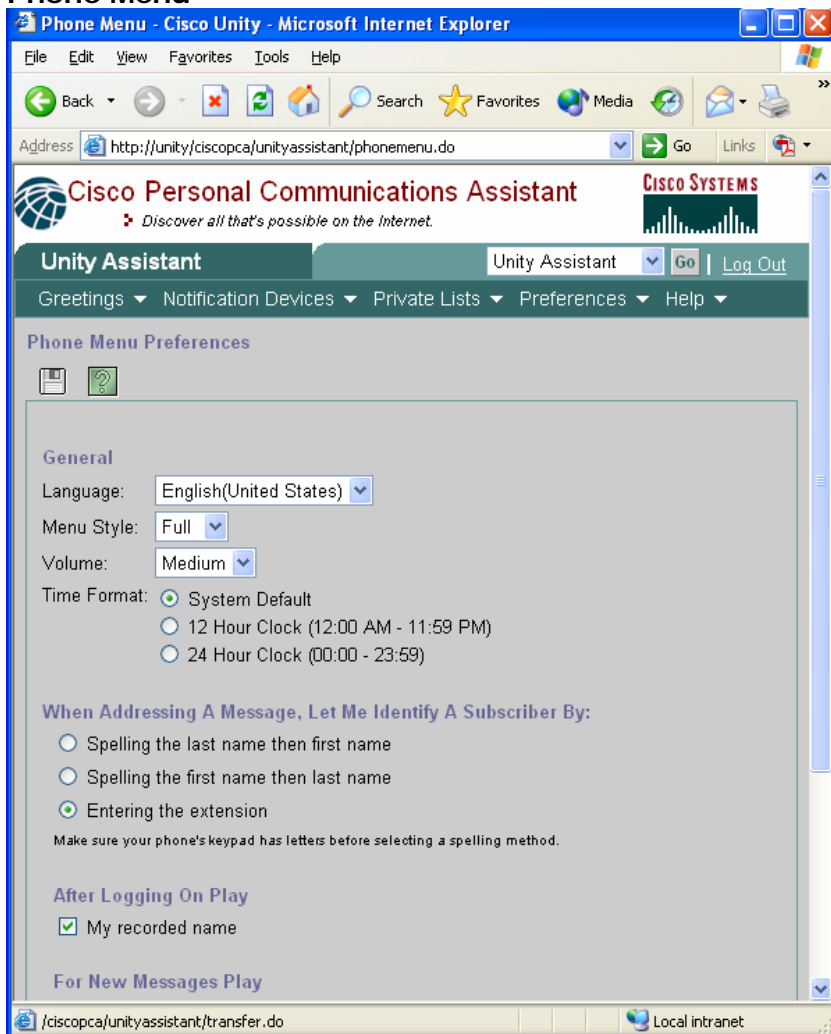


From there, you have four choices: Personal, Phone Menu, Message Playback, and Transfer & Screening.

## Personal

This is the main page that is displayed after you log into Active Assistant. From here you can change your voicemail password or record your name.

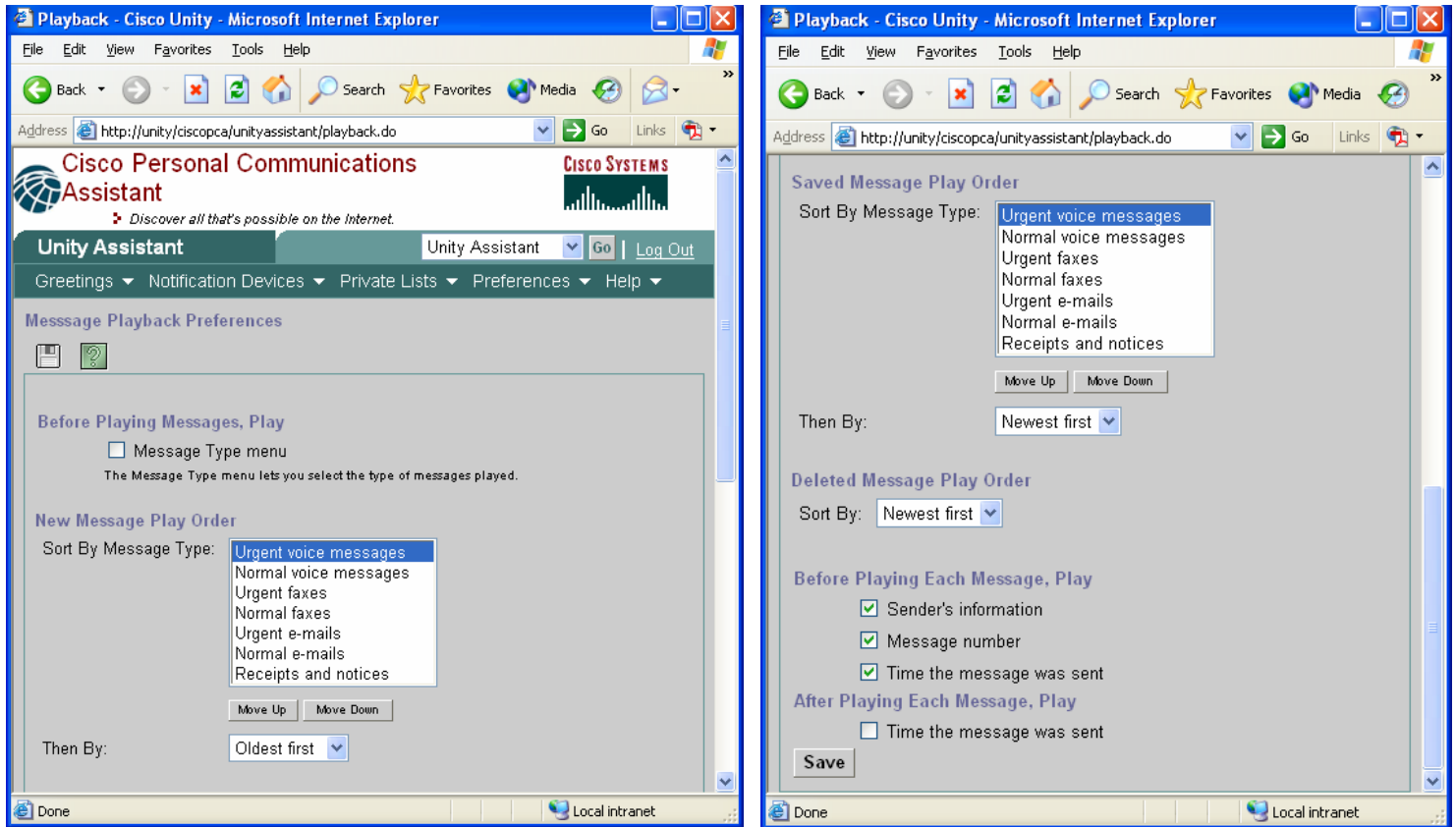
## Phone Menu



From the Phone Menu you can change the language, the menu style, volume, time format, and other settings.

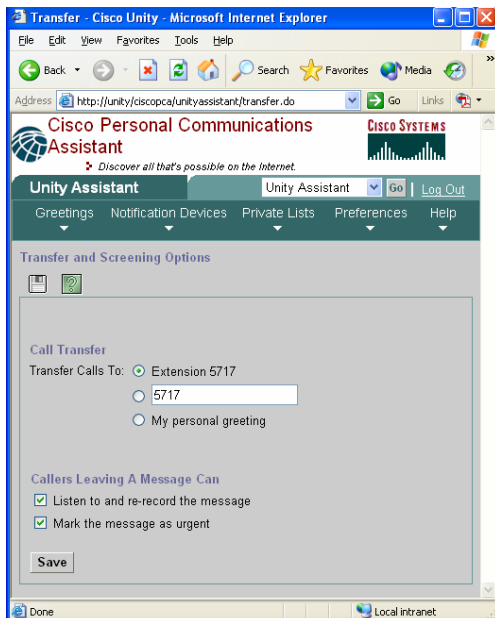
## Message Playback

The Messages Playback Preferences Menu allows you to change settings on how you want your message play order sorted. as well as what you want each playback message to play.



## Transfer and Screening

The Transfer and Screening Preferences setting allows you to transfer calls to another phone number and it allows callers to listen to and re-record their message as well as for callers to be able to mark their calls as urgent.



**To Exit Active Assistant:**

Click Log Off and close out your web browser.

