

Release 4.0



## Cisco Unity Phone Menus for the Standard Conversation

This document illustrates the main Cisco Unity™ menus available to you by phone.

You can refer to this document as you manage your messages by phone. Refer to the *Cisco Unity User Guide* for descriptions of Cisco Unity features, and for related procedures.

## To access Cisco Unity by phone

- Step 1** Dial the applicable number to call Cisco Unity:
- If you are calling Cisco Unity from inside your organization, dial the internal phone number.
  - If you are calling Cisco Unity from outside your organization, dial the external phone number.
- Step 2** If you dialed the external phone number, press \* when Cisco Unity answers.
- Step 3** Enter your ID (usually your phone extension), then press #.
- Step 4** If required, enter your Cisco Unity password, then press #.

## To access the Cisco Unity Assistant or Cisco Unity Inbox

- Step 1** Start Microsoft Internet Explorer.
- Step 2** Go to <http://<Cisco Unity server>/ciscopca>. (Note that the URL is case-sensitive.)  
If you do not know the name of the Cisco Unity server, contact your system administrator.
- Step 3** Log on to the Cisco PCA.
- Step 4** Browse to the Cisco Unity Assistant or Cisco Unity Inbox pages.

## Reference Information

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**Cisco Unity phone number, internal**

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**Cisco Unity phone number, external**

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**Subscriber ID (usually your extension)**

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**Cisco Personal Communications Assistant (PCA) website**

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**Cisco Unity server name**

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**Cisco Unity system administrator name and number**

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