To Access Connection by Phone

**Step 1** Call Cisco Unity Connection.
From your desk phone, dial:

75000  or Press the messages button

From another phone within your organization, dial:

75000

From outside your organization, dial:

704-687-5000

**Step 2** If you are calling from another phone within your organization or from outside your organization, press # when Cisco Unity Connection answers.

**Step 3** If prompted, enter your Cisco Unity Connection ID (usually your desk phone extension), and press #.

**Step 4** Enter your Cisco Unity Connection password, and press #.
(If you forget your password, log on to the Cisco PCA and browse to the Personal Preferences page in the Cisco Unity Assistant to change it.)

In the following procedure, you use the Cisco Personal Communications Assistant (PCA) website to access the Cisco Unity Assistant, Cisco Unity Inbox, and Cisco Unity Personal Call Transfer Rules web tools.

To Access the Cisco Unity Web Tools

**Step 1** In your web browser, go to

https://10.15.40.19/ciscopca

**Step 2** Log on to the Cisco PCA.

**Step 3** Browse to the applicable web tool.

Reference Information

Your Cisco Unity Connection ID
Your 5-digit extension 7XXXX

Cisco PCA Website

https://10.15.40.19/ciscopca

Contact Information

IT Service Desk

75500

Additional Cisco Unity Connection Documentation

itServices.uncc.edu/facultystaff-services

Click on Faculty/Staff Services and follow the link to Telecom Services

Tip

The first-time enrollment conversation plays automatically when you call Connection for the first time. You do not need to refer to this card during enrollment. Listen carefully, and respond as prompted.