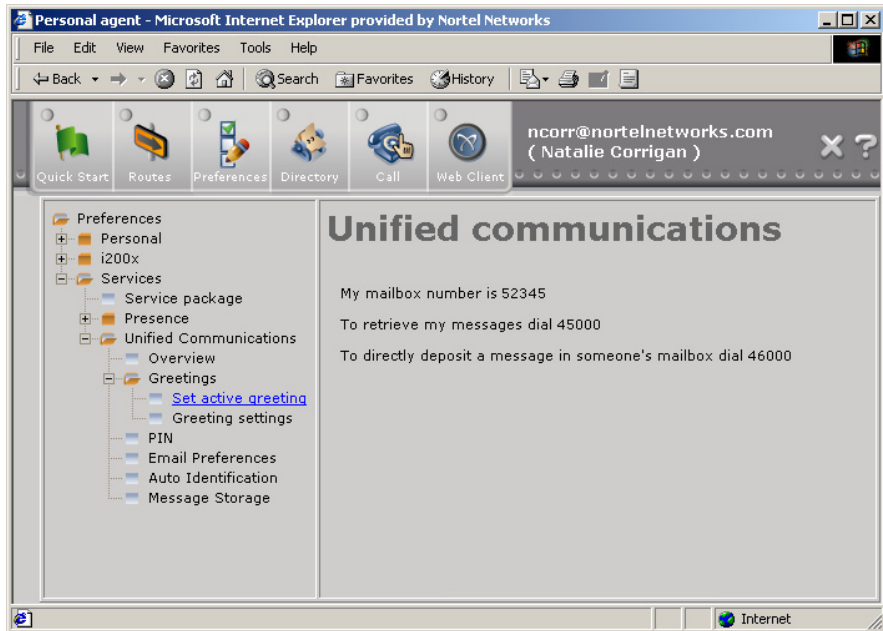




## Viewing/Changing Your Unified Communications Settings

### Accessing your settings

1. Login to Personal Agent using the URL provided by support personnel.
2. In the Personal Agent menu bar, click the Preferences button.
3. In the Personal Agent content area, click Preferences > Services > Unified.



<b>Overview Settings</b>	Displays your mailbox number and the access numbers for the Unified Communications service
<b>Greetings: Set active greeting</b>	Allows you to select which recorded greeting is played when a user leaves you a message
<b>Greetings: Greeting Settings</b>	For each greeting, allows you to specify a different email address to deliver your voicemail messages to, and to assign transfer destinations
<b>PIN</b>	Allows you to change the personal identification number (PIN) for accessing your mailbox
<b>Email Preferences</b>	Allows you to change the email delivery options of your voicemail messages
<b>Auto Identification</b>	Allows you to automate your Unified Communications login when using other PSTN telephony devices such as a cell phone, which are not hosted by the Cypress network
<b>Message Storage</b>	Allows you to set the maximum recording time for incoming voicemail messages



USER ID

PASSWORD

PHONE NUMBER



### Accessing Unified Communications

1. Call the system.
2. Enter your mailbox number.
3. Enter your PIN.



USER ID

PASSWORD

PHONE NUMBER