

All About Your Phone & Fax

Desk Phone and Fax

- Check Voicemail Online and Voicemail to Email
- Cisco Jabber: Android/IOS application for cell phones and desktop clients.
- Request fax and how to send a fax.

Myvoicemail.pvamu.edu

- Computer login username
- Computer login Password

Cisco Personal Communications Assistant
For Cisco Unified Communications Solutions

You can safely click 'Yes' in response to any security alerts that may appear as you use this website.
The Cisco PCA website uses pop-up windows. If you have pop-up blocker software installed, configure it to enable pop-ups for this site.

Cisco Personal Communications Assistant

Username
macarrillo

Password
.....

Login Reset

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A summary of U.S. laws governing Cisco cryptographic products may be found at our [Export Compliance Product Report](#) web site.

Myvoicemail.pvamu.edu



Cisco Personal Communications Assistant

For Cisco Unified Communications Solutions

Navigation [Cisco PCA Home](#)

Mary Carrillo | [Log Out](#)

Welcome to the Cisco Personal Communications Assistant



User macarrillo last logged in to this cluster on Wednesday, November 2, 2022 3:12:11 PM CDT, from 129.207.124.225

Applications

The Cisco PCA provides access to the following Cisco web tool(s):

[Messaging Assistant](#)

The Cisco Unity Connection 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 messaging settings -- including your recorded greetings and message delivery options -- or to set up message notification devices and create Private Lists.

[Web Inbox](#)

The Web Inbox lets you manage your voicemail and provides access to voicemail settings.

Myvoicemail.pvamu.edu

- Click Password
- Change PIN

Messaging Assistant » Preferences » Personal Options

Preferences ▾ Passwords ▾ Greetings ▾ Notification Devices ▾ Contacts ▾ Private Lists ▾ Help ▾

Save Change PIN External Service Accounts

Name

First Name Mary

Alternate Spelling of First Name

Last Name Carrillo

Alternate Spelling of Last Name

Recorded Name

↑ 2885 ↓ Number or URI

Volume 1x Speed

Alternate Names

	First Name	Last Name
No entries		

Select All Clear All Delete Selected Add Row

Phone Numbers

Primary Device 2885

Directory Listing

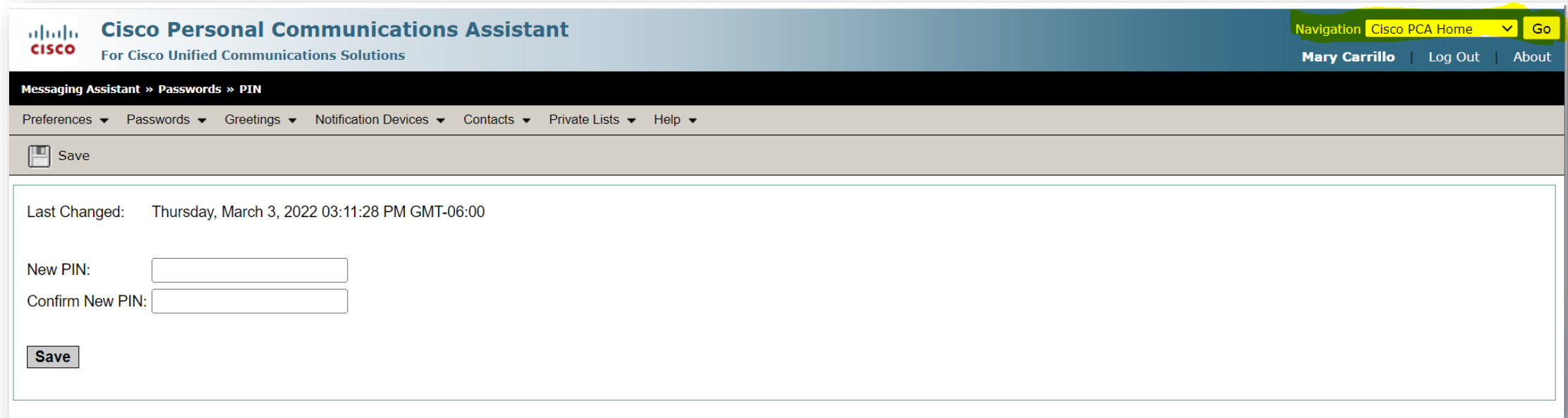
List in the phone directory

Single Inbox Message synchronization

Hold till transcription received

Myvoicemail.pvamu.edu

- Pin must be 6 or more numeric characters
- Click on Cisco PCA Home



The screenshot shows the Cisco Personal Communications Assistant (PCA) web interface. The header includes the Cisco logo and the text "Cisco Personal Communications Assistant For Cisco Unified Communications Solutions". The user is identified as "Mary Carrillo" with options for "Log Out" and "About". The navigation menu includes "Navigation" and "Cisco PCA Home" (highlighted in yellow), with a "Go" button. The breadcrumb trail is "Messaging Assistant » Passwords » PIN". The main content area shows a "Save" button with a floppy disk icon. Below this, it displays "Last Changed: Thursday, March 3, 2022 03:11:28 PM GMT-06:00". There are two input fields: "New PIN:" and "Confirm New PIN:". A "Save" button is located at the bottom left of the form area.

Cisco Personal Communications Assistant
For Cisco Unified Communications Solutions

Navigation Cisco PCA Home Go

Mary Carrillo | Log Out | About

Messaging Assistant » Passwords » PIN

Preferences Passwords Greetings Notification Devices Contacts Private Lists Help

Save

Last Changed: Thursday, March 3, 2022 03:11:28 PM GMT-06:00

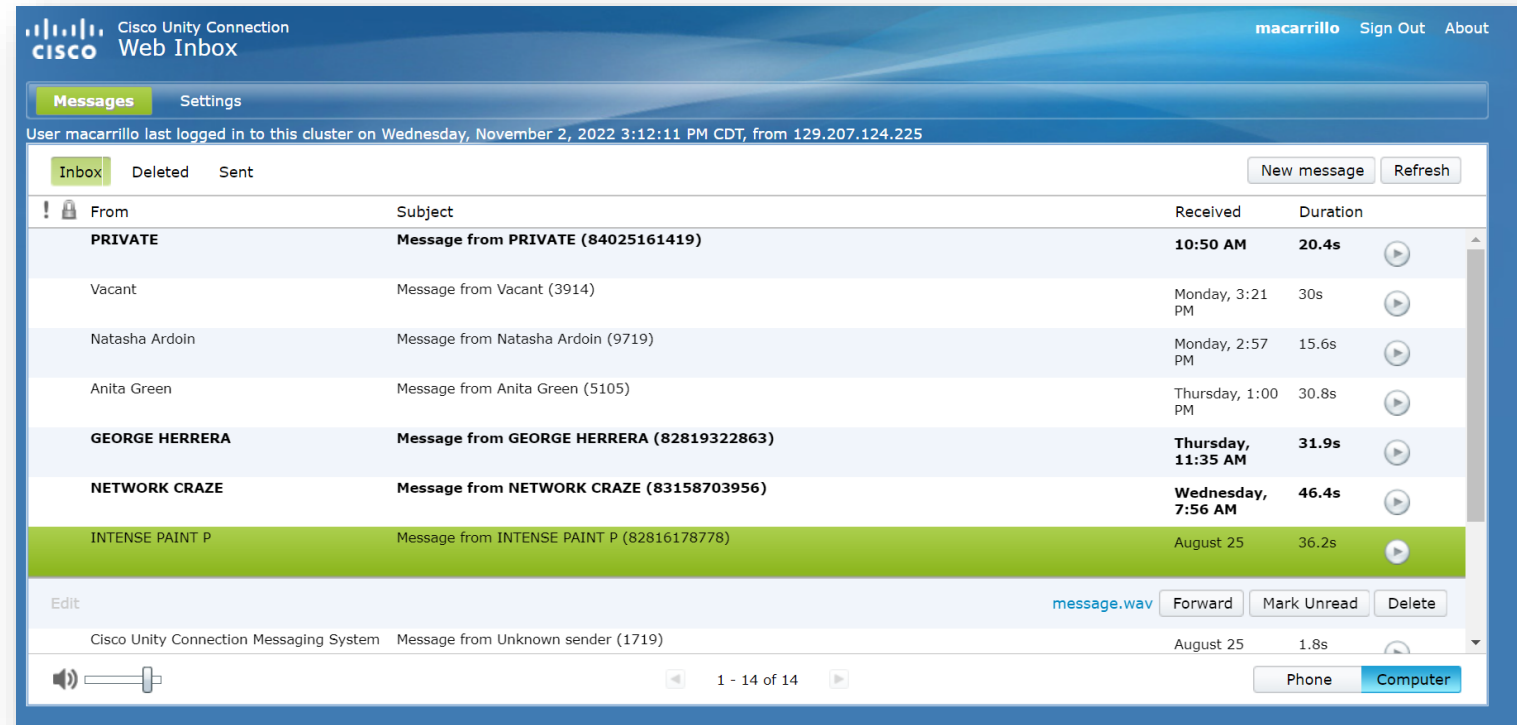
New PIN:

Confirm New PIN:

Save

Check your messages

- Web Inbox
- Listen and delete messages
- Delete the deleted messages
- Forward messages
- View sent messages



The screenshot displays the Cisco Unity Connection Web Inbox interface. At the top, it shows the Cisco logo and the text "Cisco Unity Connection Web Inbox". The user's name "macarrillo" and options for "Sign Out" and "About" are visible in the top right corner. Below the header, there are tabs for "Messages" and "Settings". A notification states: "User macarrillo last logged in to this cluster on Wednesday, November 2, 2022 3:12:11 PM CDT, from 129.207.124.225".

The main area shows a list of messages with columns for "From", "Subject", "Received", and "Duration". The messages are as follows:

From	Subject	Received	Duration
PRIVATE	Message from PRIVATE (84025161419)	10:50 AM	20.4s
Vacant	Message from Vacant (3914)	Monday, 3:21 PM	30s
Natasha Ardoin	Message from Natasha Ardoin (9719)	Monday, 2:57 PM	15.6s
Anita Green	Message from Anita Green (5105)	Thursday, 1:00 PM	30.8s
GEORGE HERRERA	Message from GEORGE HERRERA (82819322863)	Thursday, 11:35 AM	31.9s
NETWORK CRAZE	Message from NETWORK CRAZE (83158703956)	Wednesday, 7:56 AM	46.4s
INTENSE PAINT P	Message from INTENSE PAINT P (82816178778)	August 25	36.2s

Below the list, there are buttons for "New message" and "Refresh". The selected message (highlighted in green) shows "Edit" and "message.wav" options, along with "Forward", "Mark Unread", and "Delete" buttons. At the bottom, there is a volume control icon, a "1 - 14 of 14" indicator, and buttons for "Phone" and "Computer".

8851 Model

Cisco IP Phone 8800 Series Quick Start Guide



Your Phone

- ① Incoming call or voicemail indicator
- ② Camera (Cisco IP Phone 8845 and 8865)
- ③ Feature and session buttons
- ④ Softkeys
- ⑤ Back, Navigation cluster, and Release
- ⑥ Hold, Transfer, and Conference
- ⑦ Headset, Speakerphone, and Mute
- ⑧ Voicemail, Applications, and Directory
- ⑨ Volume

Feature and Session Buttons

Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Make a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing amber line button.

Put a Call on Hold

1. Press **Hold**.
2. To return a held call, press **Hold** again.

View Your Recent Calls

1. Press **Applications**.
2. Select **Recents**.
3. Select a line to view.

Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer**.
2. Enter the other person's phone number.
3. Press **Transfer** again.

Add Another Person to a Call

1. From a connected call that is not on hold, press **Conference**.
2. Press **Active calls** to select a held call.
3. Press **Conference** again.

Cisco IP Phone 8800 Series Quick Start Guide

Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset**.

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone**.

Mute Your Audio

1. Press **Mute**.
2. Press **Mute** again to turn mute off.

Stop Your Video

(Cisco IP Phone 8845 and 8865 only.)

1. Turn the camera shutter counterclockwise to stop your video.
2. Turn the camera shutter clockwise to start your video.

Listen to Your Voice Messages

Press **Messages** and follow the voice prompts. To check messages for a specific line, press the line button first.

Forward All Calls

1. Select a line and press **Forward all**.
2. Dial the number that you want to forward to, or press **Voicemail**.
3. To receive calls again, press **Forward off**.

Adjust the Volume in a Call

Press **Volume** left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

Press **Volume** left or right to adjust the ringer volume when the phone is not in use.

Change the Ringtone

1. Press **Applications**.
2. Select **Settings** > **Ringtone**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Set** and **Apply** to save a selection.

Adjust the Screen Brightness

1. Press **Applications**.
2. Select **Settings** > **Brightness**.
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press **Save**.

Change the Font Size

1. Press **Applications**.
2. Select **Settings** > **Font Size**.
3. Select a font size.
4. Press **Save**.


Pair a Mobile Device

(Cisco IP Phone 8851, 8861, and 8865 only.)

1. Put your mobile device in discoverable mode.
2. On your IP Phone, press **Applications**.
3. Select **Bluetooth** > **Add Bluetooth**.
4. Select your mobile device from the available devices list to pair.
5. Verify the passkey on your mobile device and your IP Phone.
6. When you are prompted to save mobile contacts, choose to make your mobile device contacts and call history available on your IP Phone.

User Guide

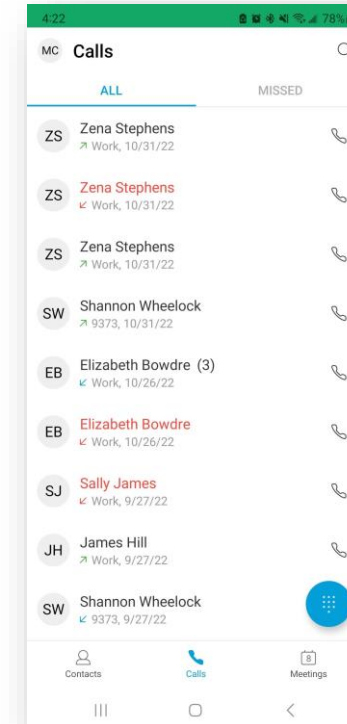
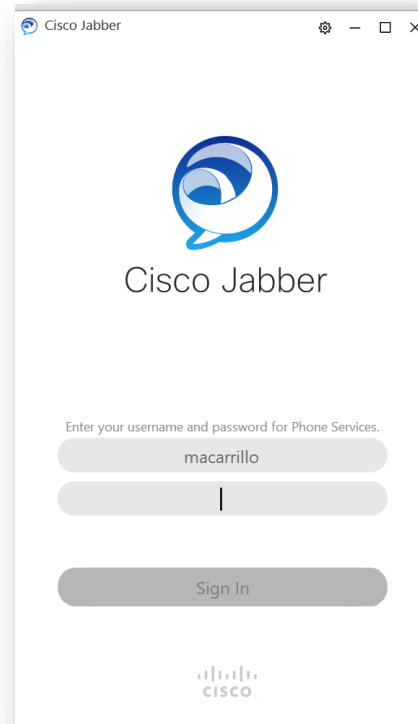
View the full User Guide at <http://www.cisco.com/c/en/us/support/collaboration-entocenters/unified-ip-phones-8800-series/products-user-guide-list.html>



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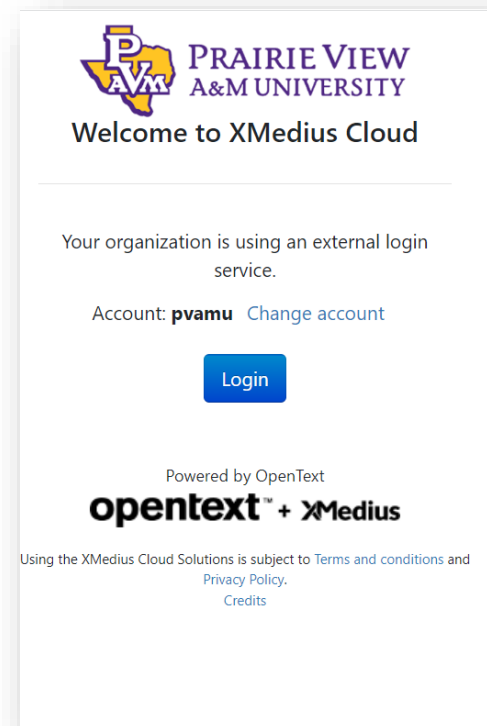
If you do not have the model shown above, please reach out to techtraining@pvamu.edu for information on your model

Cisco Jabber



XMedius Fax

- <https://login.xmedius.com>
- Computer login username
- Computer login Password



To request access for a fax number please complete the following form [Telephone Service Request Form](#)

XMedius Fax Dashboard

