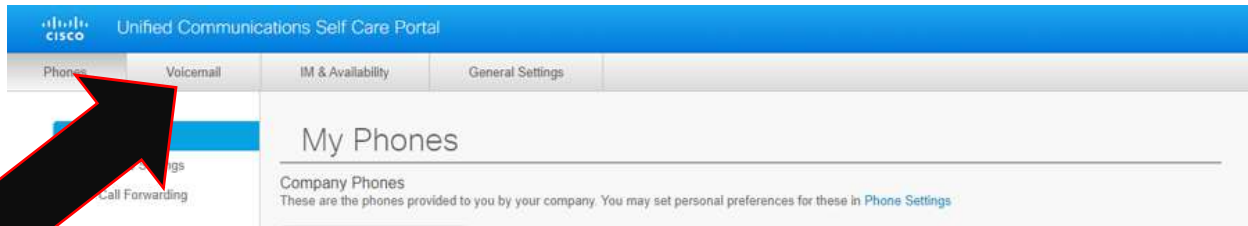


MyPhone Portal - Greetings

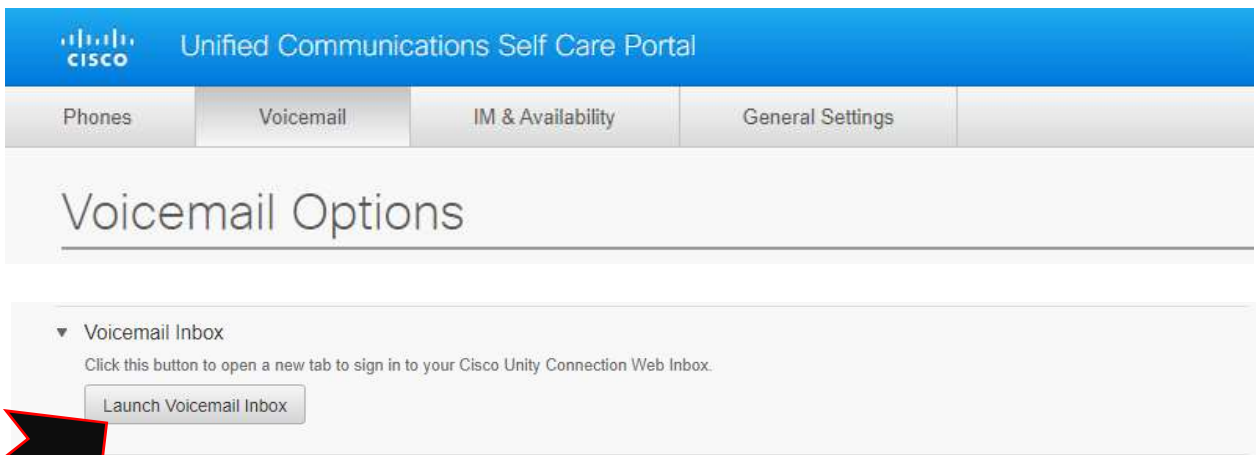
Must be on UMB VPN

How to set up your greeting:

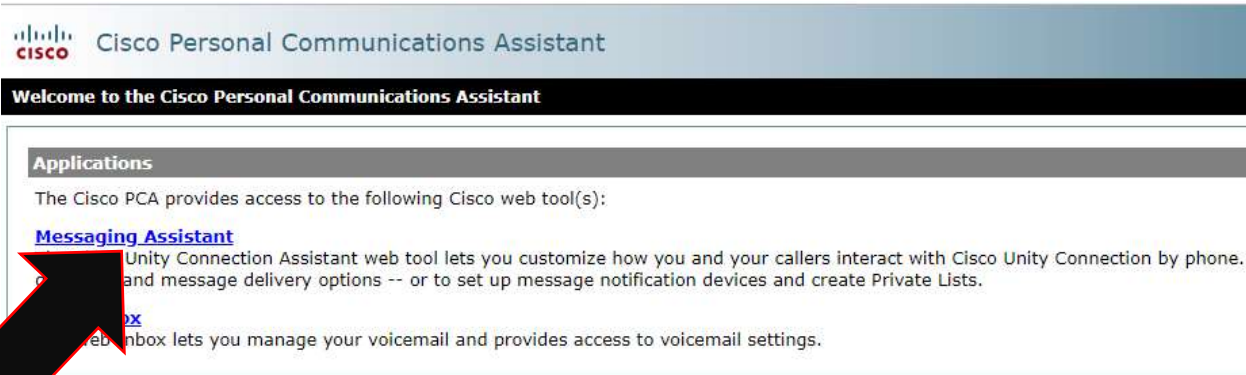
1. Log into your Myphone Portal via <https://umaryland.edu/myphone>
2. Click the Voicemail Tab



3. Under your Voicemail Options click Launch Voicemail Inbox button.



- This will take you to a new page. Click the [Messaging Assistant](#) link.



Cisco Personal Communications Assistant

Welcome to the Cisco Personal Communications Assistant

Applications

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

[Messaging Assistant](#)
Unity Connection Assistant web tool lets you customize how you and your callers interact with Cisco Unity Connection by phone, and message delivery options -- or to set up message notification devices and create Private Lists.

[Voicemail](#)
Web mailbox lets you manage your voicemail and provides access to voicemail settings.

- Click Greetings, then View Greetings



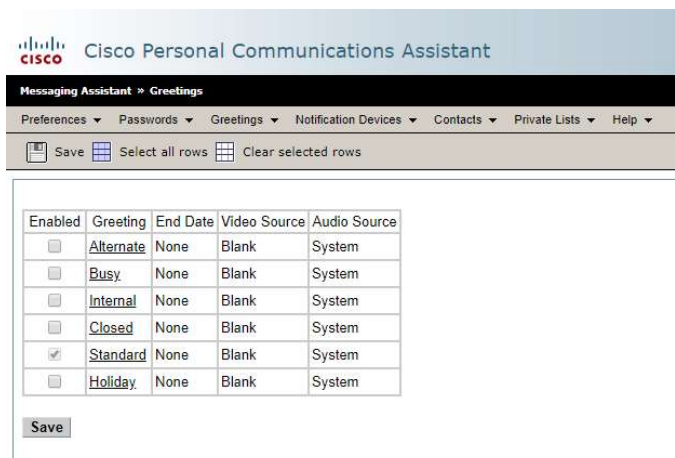
Cisco Personal Communications Assistant

Messaging Assistant » Preferences » Personal Options

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

Save View Greetings

- You can view all your different Voice Greetings here. You can enable them by selecting the check box and clicking Save. To EDIT, click on the Greeting Name (ex. Standard).
***Alternate Greeting** trumps Standard if selected. All other Greetings are based on Date/Time.*



Cisco Personal Communications Assistant

Messaging Assistant » Greetings

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

Save Select all rows Clear selected rows


Enabled	Greeting	End Date	Video Source	Audio Source
<input type="checkbox"/>	Alternate	None	Blank	System
<input type="checkbox"/>	Busy	None	Blank	System
<input type="checkbox"/>	Internal	None	Blank	System
<input type="checkbox"/>	Closed	None	Blank	System
<input checked="" type="checkbox"/>	Standard	None	Blank	System
<input type="checkbox"/>	Holiday	None	Blank	System

Save

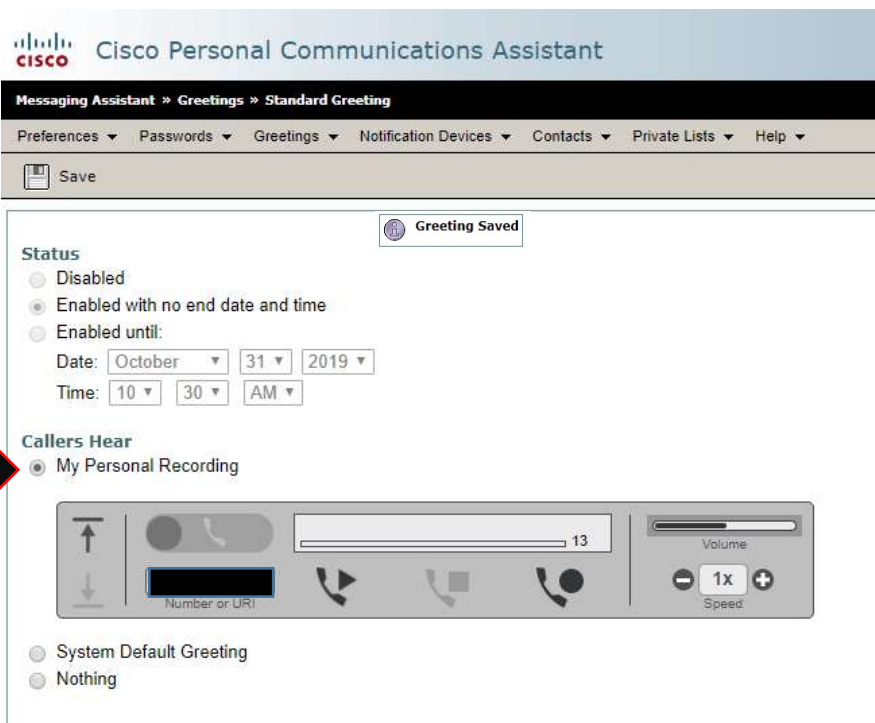
7. To record a Greeting click on the  icon. This will call your **Desk Phone**.

Once you pick up the line you will hear a BEEP. You can then record your full Greeting Message,

Hit  to stop recording.

You can listen to your message from your desk phone via the play button .

Once finished click under Callers Hear → **My Personal Recording** and under Callers See → **My Personal Recording** (You have the option to also use the generic “Record Your Message at the Tone” system prompt that would play after your My Personal Recording). Then **Save**.



The screenshot shows the Cisco Personal Communications Assistant interface for configuring a Standard Greeting. The breadcrumb trail is "Messaging Assistant » Greetings » Standard Greeting". The navigation menu includes "Preferences", "Passwords", "Greetings", "Notification Devices", "Contacts", "Private Lists", and "Help". A "Save" button is visible at the top left of the main content area. A "Greeting Saved" notification is present at the top right. The "Status" section has three radio button options: "Disabled", "Enabled with no end date and time" (which is selected), and "Enabled until:" with date and time pickers. The "Callers Hear" section has a radio button for "My Personal Recording" which is selected and highlighted by a red arrow. Below this is a control panel with a volume slider (set to 13), a speed control (set to 1X), and several icons for recording and playback. At the bottom, there are radio buttons for "System Default Greeting" and "Nothing". A "Save" button at the bottom left is also highlighted by a red arrow.