

## About CUPC

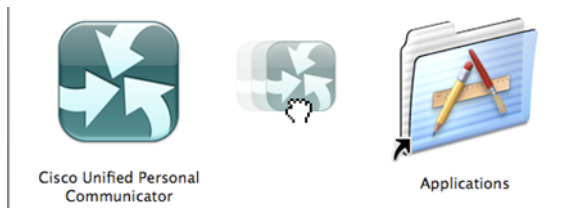
Cisco Unified Personal Communicator (CUPC) is an application that integrates instant messaging capability, presence information and other collaboration abilities with your desk Voice over IP (VoIP) phone.

## Installing CUPC

**Step 1:** To begin the installation on a mac computer browse to the P Drive.

1. On "Finder Bar" click "Go" > "Connect to Server"
2. Type in the "Server Address:" field: smb://nocapps01
3. Enter Username and Password
4. Select "Apps" Volume to mount
5. Browse to Desktop-Apps/CiscoUCSoftware/CUPC/
6. Install cupc-Mac-7-0-1.dmg

**Step 2:** Open the .dmg, Drag the CUPC Icon to the Application Folder



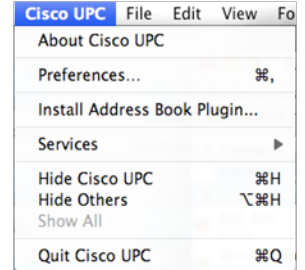
**Step 3:** Open the CUPC Client from the Applications Folder.



**Step 4:** Once the program has launched you will be presented with the window below. Enter your network username and password (This is the same username and password you would use to first login to your computer). Enter "voicepres01" or "voicepres02" into the "Login Server" field. Click the "Login" button.



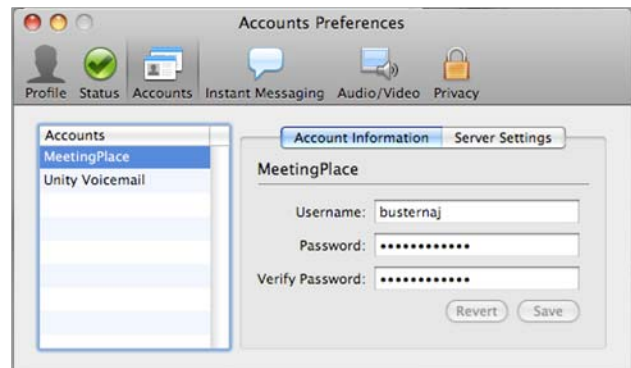
**Step 5:** Before the application is ready to use we have to make some changes to the default settings. Go to "Cisco UPC" and select "Preferences".



**Step 6:** Click the Status tab. In the "Show me as In a Meeting" section, place a checkmark in the box that says "Whenever my Outlook calendar shows me as busy".



**Step 7:** Click the "Accounts" tab. Enter your network username and password in the fields for both "MeetingPlace" and "Unity Voicemail". Click "Save". You will need to re-enter this information in the future when your password changes.



**Step 8:** Your CUPC software is now ready to use.