



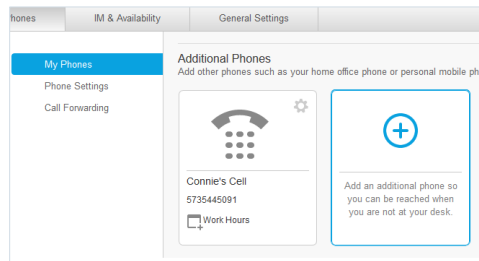
Sign in

Sign in to the Telephone Self Care web portal at **uc.missouri.edu** with your **Username** and **Password**. To sign in to the portal from a remote location, first make a VPN connection.

Single Number Reach

Single Number Reach allows you to answer incoming calls using a mobile device. If your phone number is also on a desk phone, both devices will ring for incoming calls. To configure **Single Number Reach**:

1. On the **My Phones Tab, Additional Phones** select the **Add** icon.

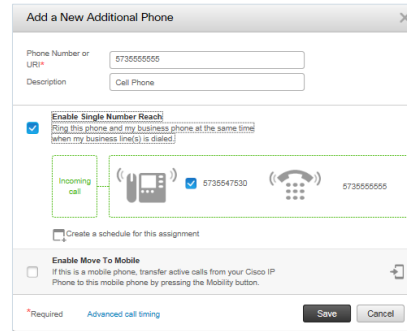


2. Enter the phone number you would like to add, such as a mobile device.

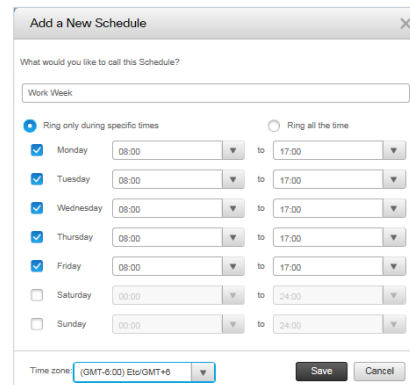
Note: In an on-call situation, simply change the phone number to that of the current on-call person.

3. Check the **Enable Single Number Reach** box.

4. Select **Create a Schedule for this Assignment**.



5. Enter a name for the schedule.
6. Select either **Ring only during specific times** and set the days and times of the week, or select **Ring all the time**.
7. In the Time zone field, select (GMT - 6:00) America/Chicago from the drop-down menu.



8. Select **Save**, then **Save** again.

Call Forwarding

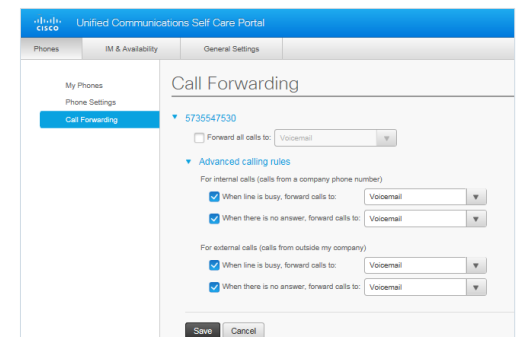
By default, call forwarding is set up to go to voicemail, when call forwarding is enabled. To change the default settings:

1. Select **Call Forwarding** under the **Phones** tab.
2. To forward calls to a different destination, place a checkmark next to the option, then select the down arrow beside **Voicemail**.
3. Select **Add a New Number**.
4. Enter the phone number and select **Save**.

Advanced Calling Rules

To set more specific call forwarding rules, deselect **Forward all calls to**, then click the down arrow next to **Advanced calling rules**.

Options are available for internal and external calls, when the line is busy or there is no answer.

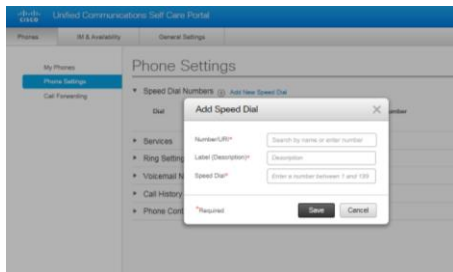




Personal Speed Dial Numbers

Speed dial numbers allow you to quickly dial a number from your desk phone, which you dial frequently, using one or two digits.

1. Under **Phones, Phone Settings**, select **Speed Dial Numbers**.
2. Click on **+ Add New Speed Dial**.
3. **Number/URI**: enter the number you would normally dial.
4. **Label (Description)**: A name associated with the number
5. **Speed Dial**: Enter a number between 1 and 99.
6. Click **Save**.

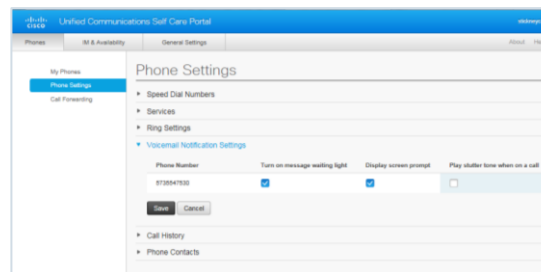


If there are empty line buttons on your desk phone, the new speed dial will be added to one of them.

If there are no empty line buttons, you can view the other speed dials using an expansion module connected to the side of the phone.

Voicemail Notifications

1. Under **Phones, Phone Settings**, select **Voicemail Notification Settings**.
2. Select the settings for how you want to be notified of new voicemail messages. By default, no settings are selected.
3. Click **Save**.



Do Not Disturb

Do Not Disturb is used to silence the ringer on your phone or on Jabber for incoming calls. There is no Do Not Disturb button on your phone. It can only be turned on and off in the Self Care Portal or in Jabber.

Under **IM & Availability**, click the check box next to **Turn on** for Do Not Disturb and click **Save**, to turn it on. Remove the checkmark to turn it off.