

Sign in

Sign in to the Telephone Self Care web portal go to our home page at *uc.missouri.edu*. Then, click the "Telephone Self Care" button. You will need to sign in 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 oncall person.

3. Check the Enable Single Number Reach box.

4. Select Create a Schedule for this Assignment.

URI*						
Description Cell Phone						
Enable Single Number Reach						
 Ring this phone and my business phone at the same time when my business line(s) is dialed. 	Ring this phone and my business phone at the same time					
and any and a second seco						
Incoming (/ / 5735547530 (()) 573555555					
Create a schedule for this assignment						
Enable Move To Mobile						
If this is a mobile phone, transfer active calls from your Cisco IP Phone to this mobile phone by pressing the Mobility button.						

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

Vhat wo	uld you like to	call this Schedule?				
Work 1	Neek					
O Ri	ng only during :	specific times		(Ring all the tim	e
	Monday	08:00		to	17:00	
	Tuesday	08:00		to	17:00	
	Wednesday	08:00	٣	to	17:00	
	Thursday	08:00	٣	to	17:00	
	Friday	08:00		to	17:00	
	Saturday		v	to		3
	Sunday		v	to		3

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:

- Select Call Forwarding under the Phones tab.
- 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.

iones	IM & Availability	General Settings		
My Phones		Call Forwarding		
	e Settings onwarding	 5735547530 		
Contra	or warding	Forward all calls to: Voicemail	· V ·	
		 Advanced calling rules For internal calls (calls from a company phone null 	mber)	
		When line is busy, forward calls to:	Voicemail	v
		When there is no answer, forward calls to:	Voicemail	٣
		For external calls (calls from outside my company	0	
		When line is busy, forward calls to:	Voicemail	*
		When there is no answer, forward calls to:	Voicemail	*