



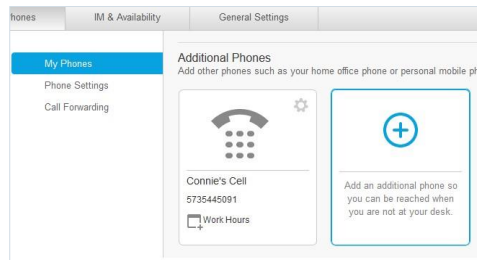
Sign in

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.

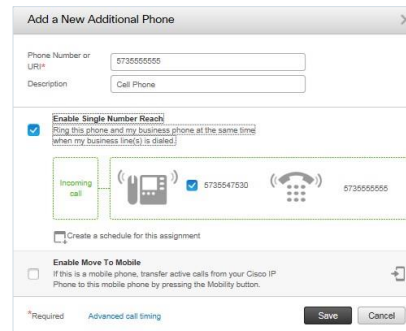


2. Enter the phone number you would like to add, such as a mobile device.

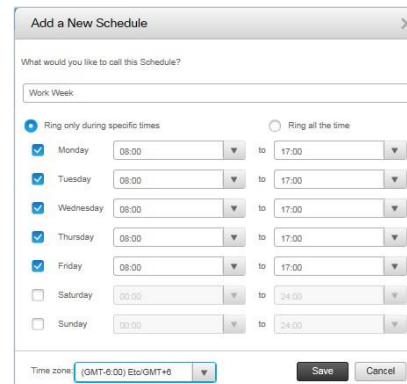
Note: In an on-call situation, simply change the phone number to that of the current oncall person.

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

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



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 dropdown 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.

