

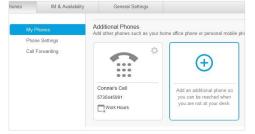
# Sign in

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**:

 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.

Phone Number or URI*	5735555555	
Description	Cell Phone	
Ring this pl	de Number Reach) one and my balaness phone at the same time attrass ine(s) is dialed (())	573555555
ter de	a schedule for this assignment	
If this is a n	who would be to would be added a state of the second	

- 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.

What woul	ld you like to	all this Schedule?				
Work W	eek					
O Ring	only during :	pecific times		(	Ring all the time	ie:
	Monday	08:00		to	17:00	
	luesday	08:00	W	to	17:00	
	Nednesday	08:00		to	17:00	
	Thursday	08:00	v	to	17:00	
F	Friday	08:00		to	17:00	
	Saturday		v	to		
	Sunday		Ψ.	to		

8. Select Save, then Save again.

# **Call Forwarding**

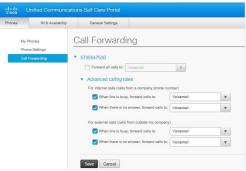
By default, call forwarding is set up to go to voicemail, when call forwarding is enabled. To change the default settings:

- 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.



## **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.

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Call Forwarding	Due	Add Speed Dial		×			
	* Services	Number URI*	Search by rams in enter number				
	* Ring Setting	Label (Description)*	Description .				
	<ul> <li>Voicemail N</li> </ul>	Speed Dar*	finite a number between 1 and 13	a			
	* Call History			_			
	· Phone Cont	"Required	Save Cano	e			

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.
- 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.