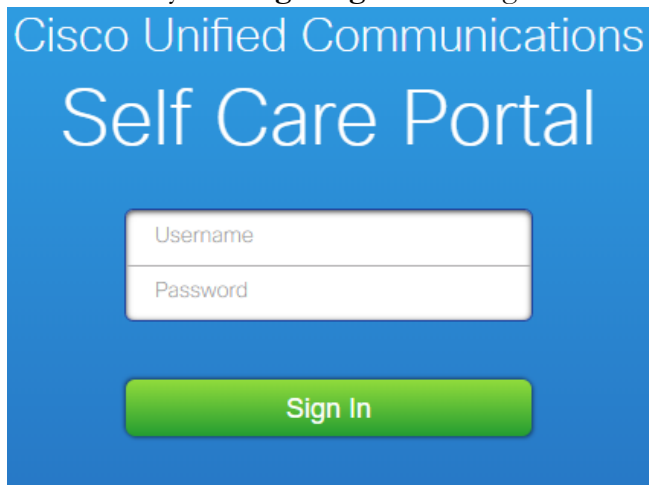


CISCO Unified Communications Self Care Portal

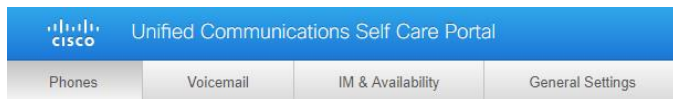
While on Campus, you can log into your telephones Self Care Portal by going to phoneselfcare.uhcl.edu.

You will use your **Single Sign-On** to login as below

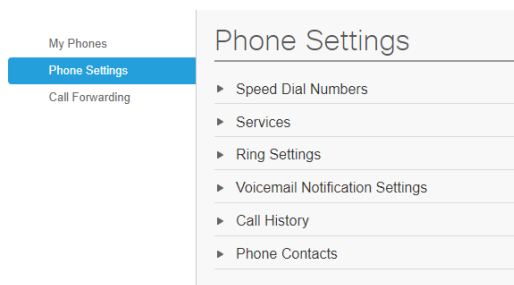


The same username and password to log into your PC

Once logged in, you will see the following under the tab options:



Within the **Phones** tab, you will be shown your phone type and be able to set personal preferences.

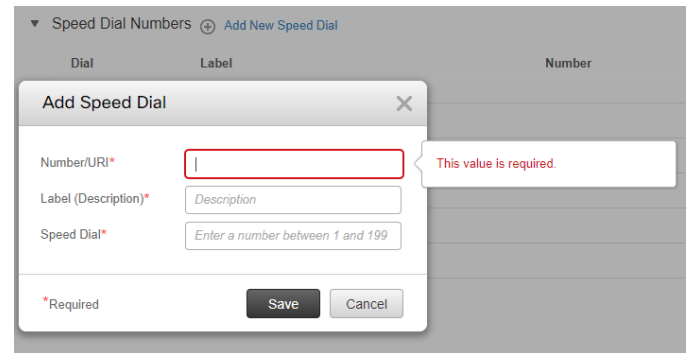


In the **Phone Settings**, you can click on each row of options and adjust them to your preferences.

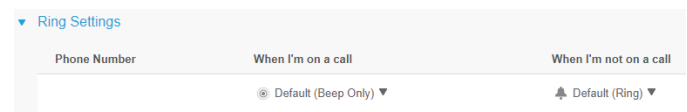
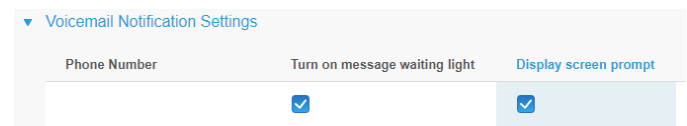
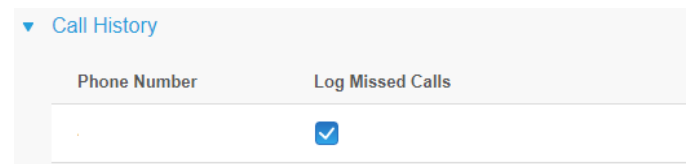
Note the **Services** option has been disabled

Speed Dial

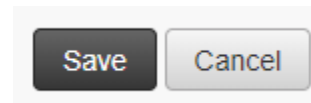
To add numbers to speed dial, open the speed dial option and select Add New Speed Dial:



For **Ring Settings**, **Voicemail Notification Settings**, and **Call History**, you can select each option and adjust your preferences based on your extension.

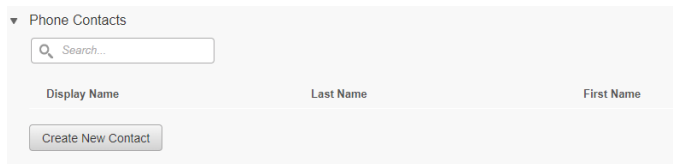
The above settings are set based on check boxes and drop down options. Once you have made a change to any of the preferences, make sure you click the save button or cancel if you do not want to keep the changes made.



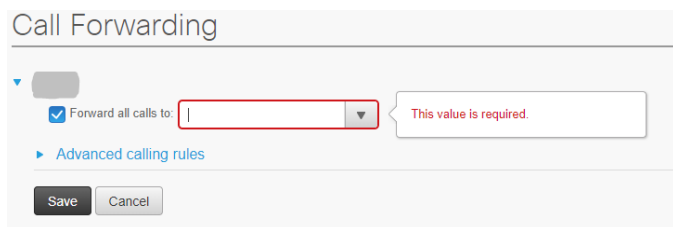
Problems or Questions:

Please contact the Support Center at x2828 or supportcenter@uhcl.edu with and questions or concerns in regards to your phone and/or the Portal.

In the **Phone Contacts** option, you can create your personal contacts list that can be accessed through your phones **Directory** button by selecting **Create New Contact** or searching for them:

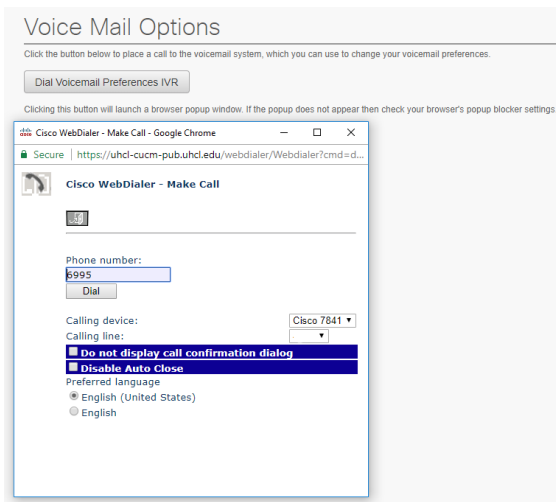


In the **Call Forwarding** tab, you can set your extension to forward all call to your voicemail or to another number. *Note* do not use the (,) , - , or .



To turn **Call Forwarding** off, you can either uncheck the **Forward all calls to**

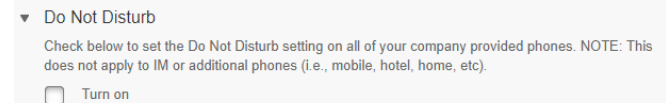
The **Voicemail** and **IM & Availability** tab options will walk you through changing your Voicemail preferences and turning Do Not Disturb on and off.



By clicking **Dial**, you will be sending a prompt to your phone to dial voicemail that will walk you through changing your preferences.

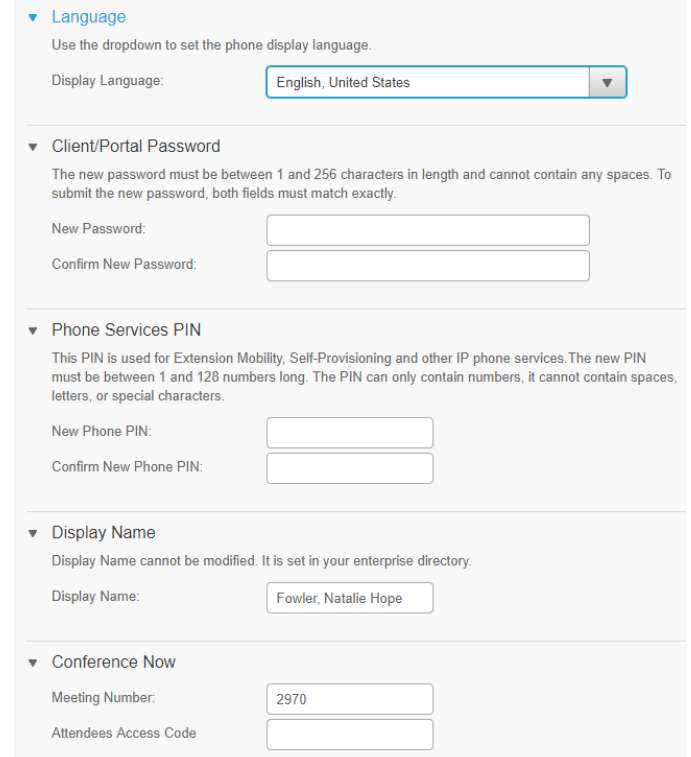
For **Availability**, you can click the box to have Do Not Disturb set to on or off:

IM & Availability



Under the General Settings tab option, you can set the **Display Language**, **Phone Services PIN**, and a **Conference Now Access Code**. Not all options in this section may be changed, but they are good preferences to be aware of when access your phone settings through the online Self Care Portal.

General Settings



Problems or Questions:

Please contact the Support Center at x2828 or supportcenter@uhcl.edu with and questions or concerns in regards to your phone and/or the Portal.