

CISCO Unified Communications Self Care Portal

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

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

Cisco Se	Unified Communications elf Care Portal
	Username Password
	Sign In

The same username and password to log into your PC

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

ahaha cisco	Unified Communic	ations Self Care Port	
Phones	Voicemail	IM & Availability	General Settings

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

My Phones	Phone Settings
Phone Settings	
Call Forwarding	 Speed Dial Numbers
	 Services
	 Ring Settings
	 Voicemail Notification Settings
	► Call History
	 Phone Contacts

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:

 Speed Dial Number 	rs 💮 Add New Speed Dial		
Dial	Label		Number
Add Speed Dial		×	
Number/URI*	[]	<i>ן</i>	This value is required.
Label (Description)*	Description		
Speed Dial*	Enter a number between 1 and 199		
*Required	Save Cancel		

For Ring Settings, Voicemail Notification

Settings, and Call History, you can select each option and adjust your preferences based on your extension.

•	Ring Settings		
	Phone Number	When I'm on a call	When I'm not on a call
			🐥 Default (Ring) 🔻
۲	Voicemail Notification Set	tings	
	Phone Number	Turn on message waiting light	Display screen prompt
٠	Call History		
	Phone Number	Log Missed Calls	

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.



CISCO Unified Communications Self Care 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:

 Phone Contacts 		
Q Search		
Display Name	Last Name	First Name

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.

Call Forwarding	
Forward all calls to: This value is required.	
Save Cancel	

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.

Dial Voicemail Preferences IVR Clacking this button will launch a trowser popup window. If the popup does not appear then check your browser's popup blocker settings. Clace WebDialer - Make Call Image: Clace WebDialer - Make Call Image: Phone number: Sego: Dial Calling device: Claig line: Image: Project Auto Class Preferred language Image: Preferred language <	VOI Click the	CE IVIAII OPTIONS button below to place a call to the voicemail system, which you can use to change your voicemail preferences.
Clacking hits button will launch a browser popup window. If the popup does not appear than check your browser's popup blocker settings.	Dial \	Voicemail Preferences IVR
	Clicking t	this button will launch a browser popup window. If the popup does not appear then check your browser's popup blocker settings.
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Cisco WebDialer - Make Call Cisco Real Phone number: Phone number: Phone number: Phone number: Cisco 7841 Calling line: Cisco 7841 Cisco 7841 Prefered language Prefered language Perfered language Perfered lan	Secur	e https://uhcl-cucm-pub.uhcl.edu/webdialer/Webdialer?cmd=d
Phone number: 995 0ia Calling device: Calling line: • • • • • • • • • • • • • • • • • • •	3	Cisco WebDialer - Make Call
Phone number: 995 Dial Calling device: Calling line: Conct display call confirmation dialog Coable Auto Close Preferred language @ English (united States) @ English		44
Phone number: 995 Dial Calling device: Calling line: • • • • • • • • • • • • •		
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Calling line: Donot display call confirmation dialog Disable Antro Close Preferred language @ English (United States) © English		Calling device: Cisco 7841 •
■ Disable Auto Close Preferred language ® English (United States) © English		Do not display call confirmation dialog
Preferred language ® English (United States) © English		Disable Auto Close
© English		Preferred language English (United States)
		English

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:

	Μ	&	Avai	labi	litv
•		-			,

Do Not Disturb	
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Check below to set the Do Not Disturb setting on all of your company provided phones. NOTE: This does not apply to IM or additional phones (i.e., mobile, hotel, home, etc).
Turn on

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.

•	Language Use the dropdown to set the pho	one display language.
	Display Language:	English, United States
•	Client/Portal Password	
	The new password must be betw submit the new password, both	ween 1 and 256 characters in length and cannot contain any spaces fields must match exactly.
	New Password:	
	Confirm New Password:	
v	Phone Services PIN	
	This PIN is used for Extension M must be between 1 and 128 num letters, or special characters.	Abbility, Self-Provisioning and other IP phone services. The new PIN nbers long. The PIN can only contain numbers, it cannot contain spa
	New Phone PIN:	
	Confirm New Phone PIN:	
Ŧ	Display Name	
	Display Name cannot be modified	ed. It is set in your enterprise directory.
	Display Name:	Fowler, Natalie Hope
	Conference Now	
	Meeting Number:	2970

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