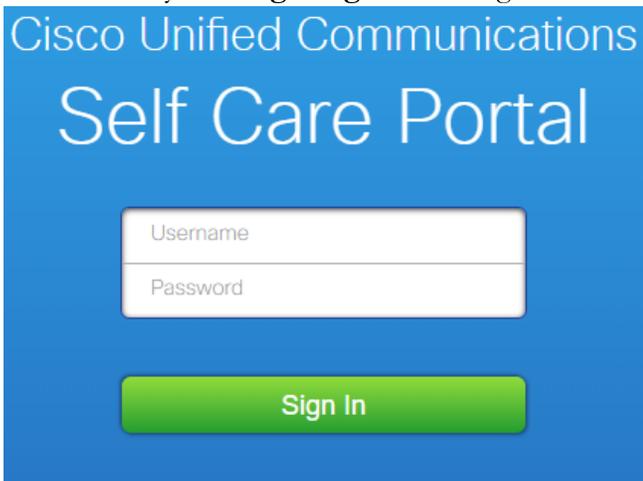


# CISCO Unified Communications Self Care Portal

**While on Campus**, you can log into your telephones Self Care Portal by going to [phoneselfcare.uhcl.edu](http://phoneselfcare.uhcl.edu).

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

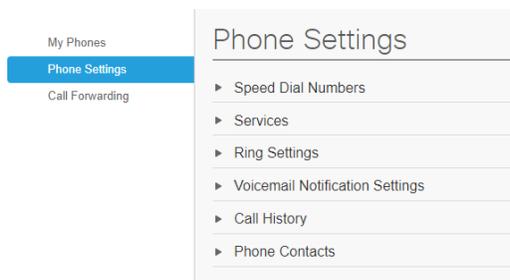


\*\*The same username and password to log into your PC\*\*

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.

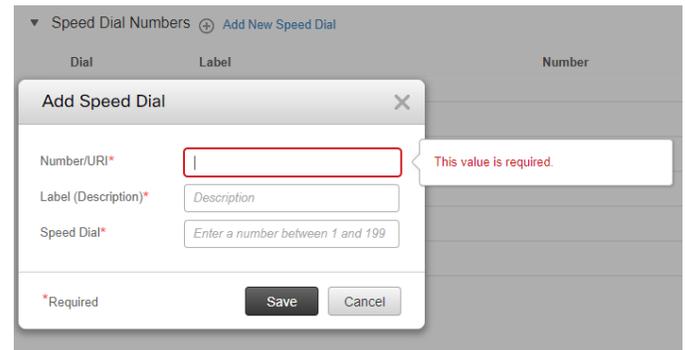


In the **Phone Settings**, you can click on each row of options and adjust them to your preferences.

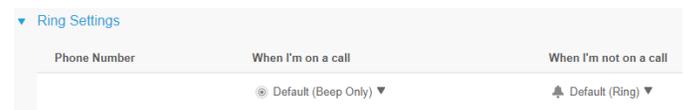
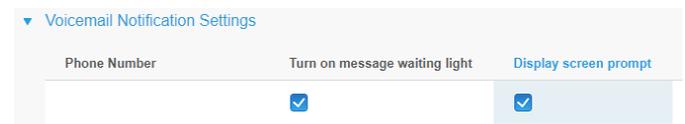
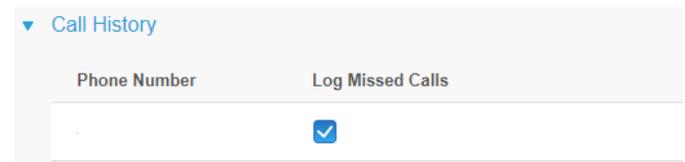
\*Note\* the **Services** option has been disabled

## 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](mailto:supportcenter@uhcl.edu) with and questions or concerns in regards to your phone and/or the Portal.

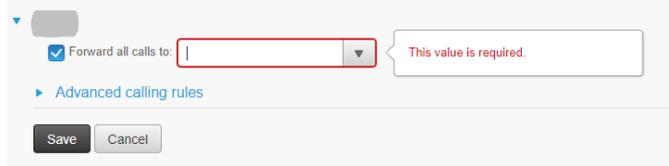
# CISCO Unified Communications Self Care Portal

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:



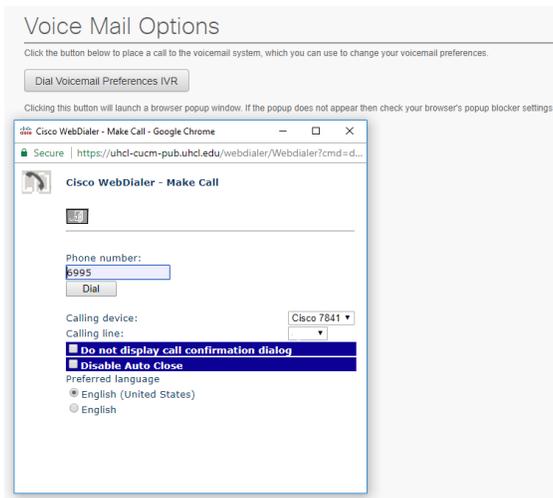
In the **Call Forwarding** tab, you can set your extension to forward all call to your voicemail or to another number. \*Note\* do not use the (, ) , - , or .

## Call Forwarding



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

### Do Not Disturb

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.

## General Settings

### Language

Use the dropdown to set the phone display language.

Display Language:

### Client/Portal Password

The new password must be between 1 and 256 characters in length and cannot contain any spaces. To submit the new password, both fields must match exactly.

New Password:

Confirm New Password:

### Phone Services PIN

This PIN is used for Extension Mobility, Self-Provisioning and other IP phone services. The new PIN must be between 1 and 128 numbers long. The PIN can only contain numbers, it cannot contain spaces, letters, or special characters.

New Phone PIN:

Confirm New Phone PIN:

### Display Name

Display Name cannot be modified. It is set in your enterprise directory.

Display Name:

### Conference Now

Meeting Number:

Attendees Access Code:

## Problems or Questions:

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