

Cisco Unified Communications

Self-Care Portal

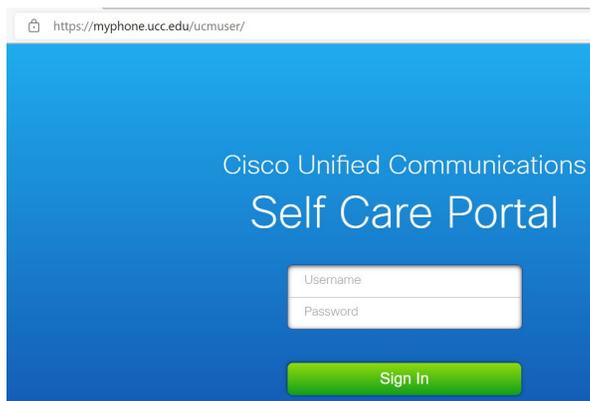
If you are away from your desk and do not want to miss your calls, you can forward all your calls to another phone number or to voicemail.

Note: To access the Self Care Portal you must be connected to the Union County College network. If you are remote, you must be on a VPN Connection.

Procedure

Step 1 Logon to Self-Care Portal.

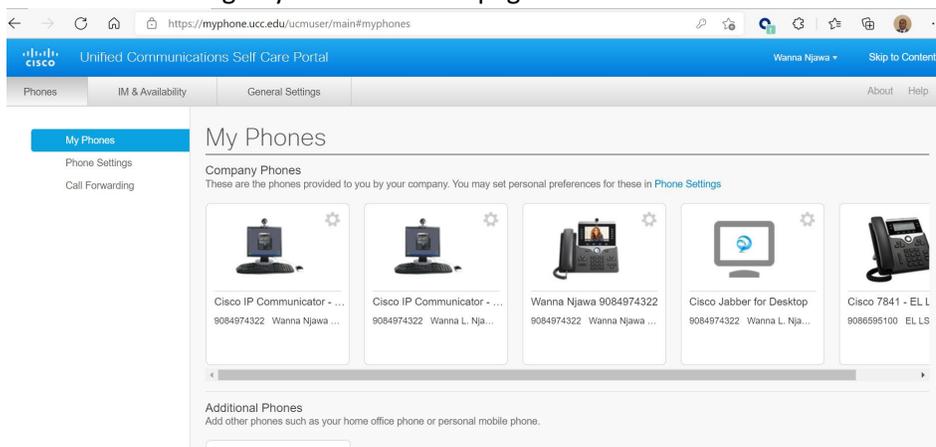
Click this link <https://myphone.ucc.edu/ucmuser/> to access the portal.



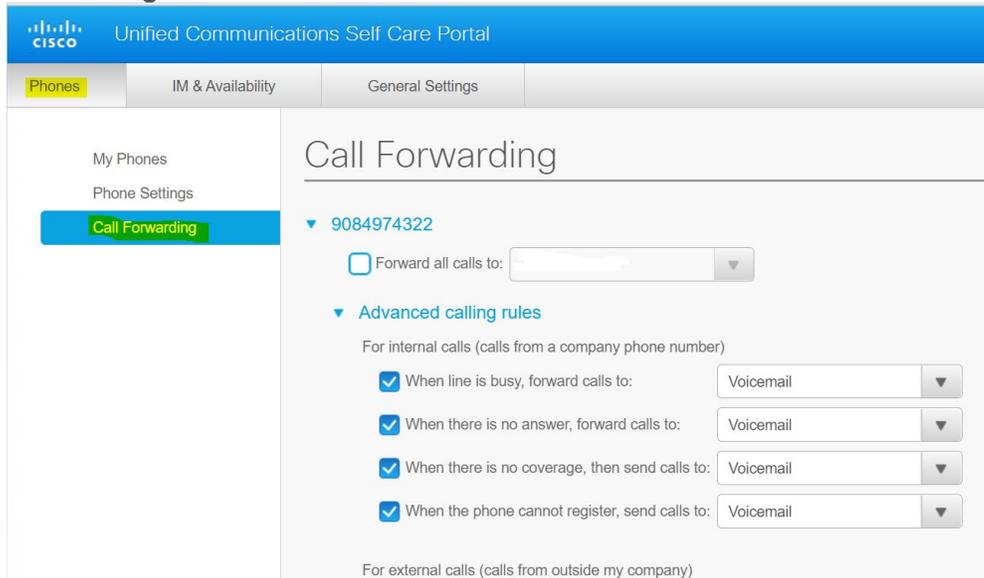
Login using your college login credentials (College Username & Password).

Example username **John.Doe**

After successful logon you should see a page similar to the one below.

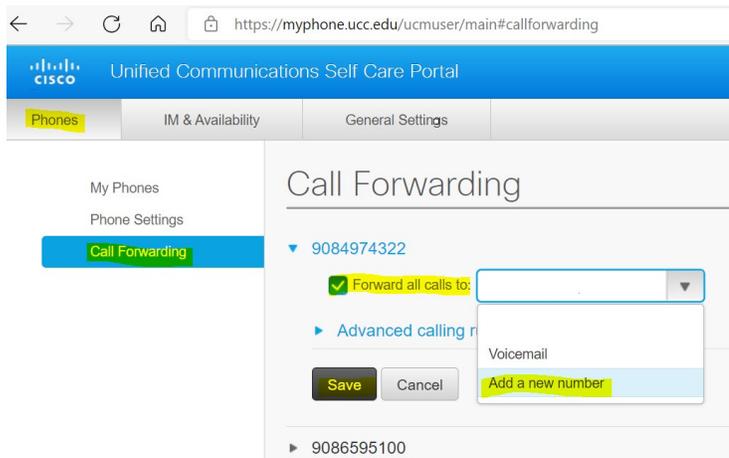


Step 2 From Unified Communications Self Care Portal, choose **Phones** and click **Call Forwarding**.

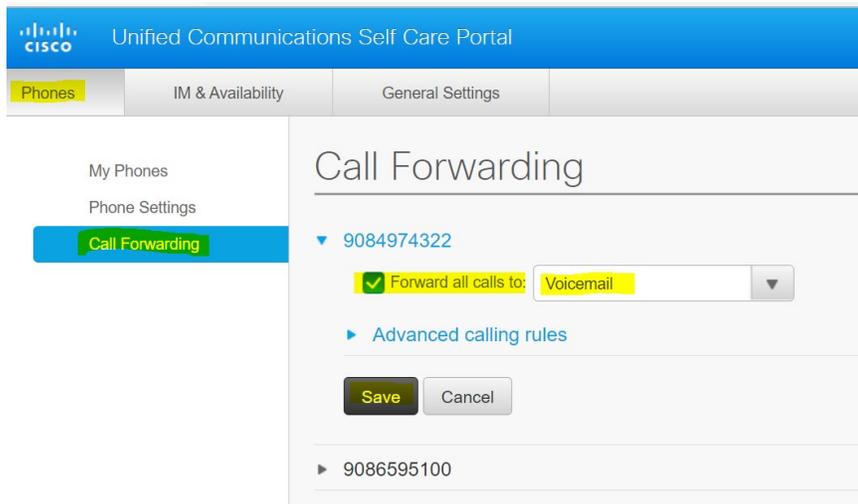


Step 3 Click the phone number on which you want to set up call forwarding.

To forward calls to another phone number, check the **Forward all calls to:** check box, choose **Add a New Number** from the drop-down list and enter the phone number in the field and **Save**. **Note that "91" must precede the number in order to forward calls to an outside line (i.e., 91555555555).**



To forward calls to a voicemail, check the **Forward all calls to:** check box, choose **Voicemail** from the drop-down list and **Save**.



To forward calls to an existing number already in the Self-Service Portal, check the **Forward all calls to:** check box, choose the **Existing Number** from the drop-down list and **Save**.

