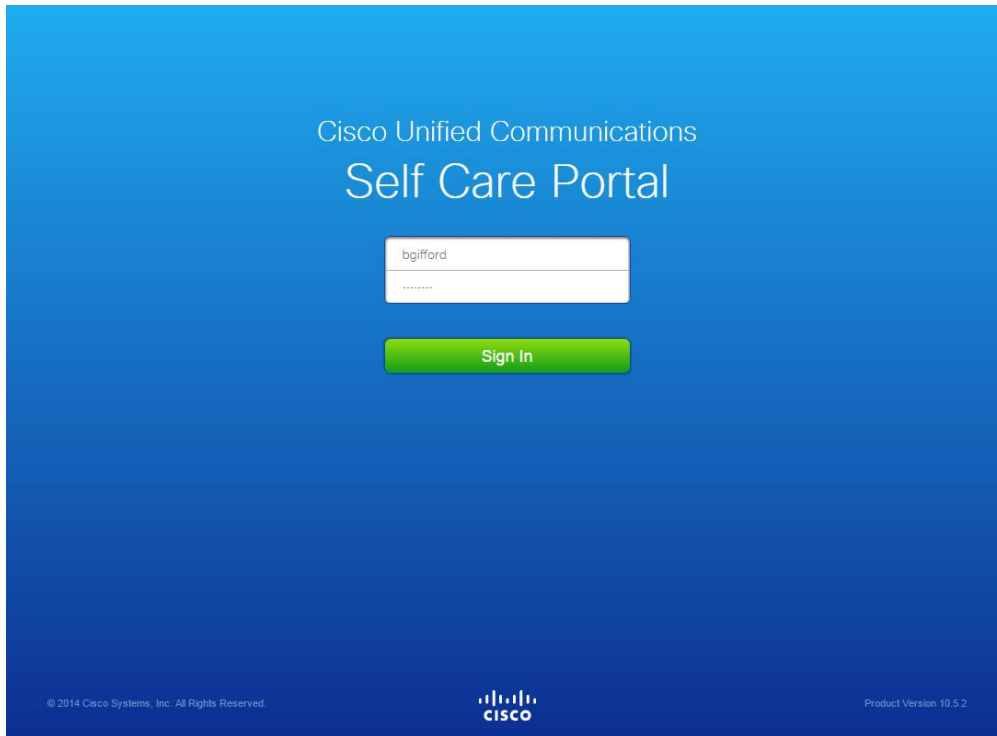


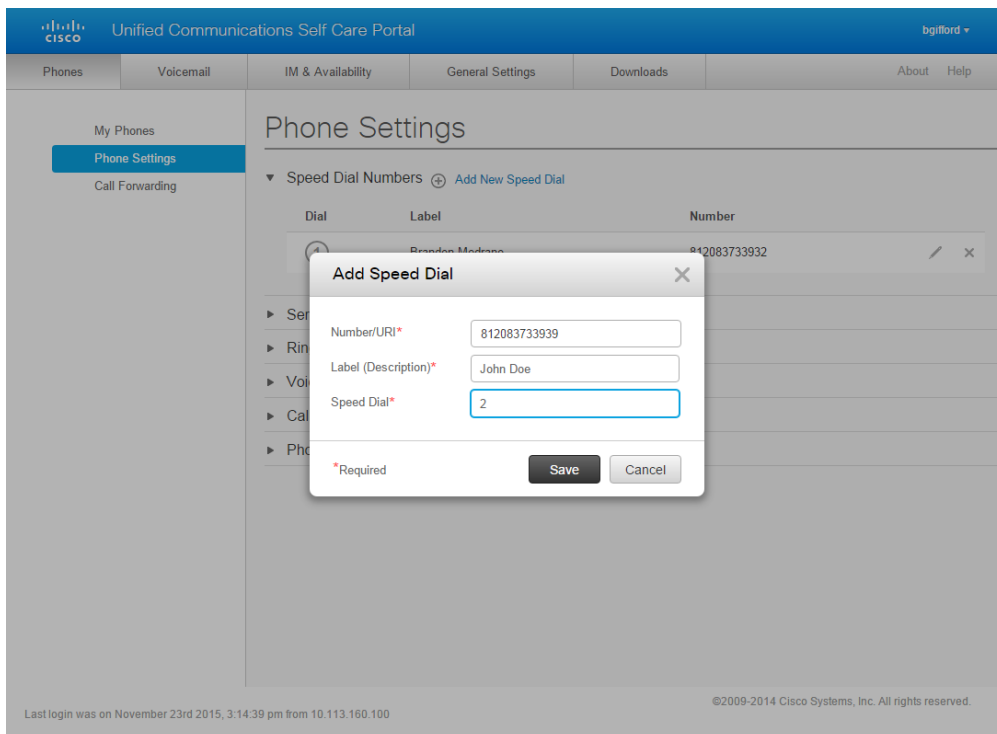
CISCO SELF CARE PORTAL – USER GUIDE

From your web browser enter <http://myphone.uwec.edu>. You might get a security certificate error when trying to access the website. Select proceed anyway if you receive this error.

Enter your Username and Password. Your Username is your Windows username and Password is “password”.



To enter Speed Dials select Phone Settings/Speed Dial Numbers/Add New Speed Dial. Enter your Speed Dials how you would dial them from your desk phone. When you have entered your Speed Dial select Save.



Select Phone Settings/Voicemail Notification Settings to change voicemail notifications then select Save.

The screenshot shows the Cisco Unified Communications Self Care Portal. The top navigation bar includes 'Phones', 'Voicemail', 'IM & Availability', 'General Settings', 'Downloads', 'About', and 'Help'. The left sidebar shows 'My Phones' with 'Phone Settings' selected. The main content area is titled 'Phone Settings' and contains several expandable sections: 'Speed Dial Numbers', 'Services', 'Ring Settings', 'Voicemail Notification Settings' (expanded), 'Call History', and 'Phone Contacts'. The 'Voicemail Notification Settings' section includes a table with columns for 'Phone Number', 'Turn on message waiting light', 'Display screen prompt', and 'Play stutter tone when on a call'. The 'Phone Number' field contains '52064', and the 'Turn on message waiting light' checkbox is checked. Below the table are 'Save' and 'Cancel' buttons.

Phone Number	Turn on message waiting light	Display screen prompt	Play stutter tone when on a call
52064	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last login was on November 23rd 2015, 3:14:39 pm from 10.113.160.100

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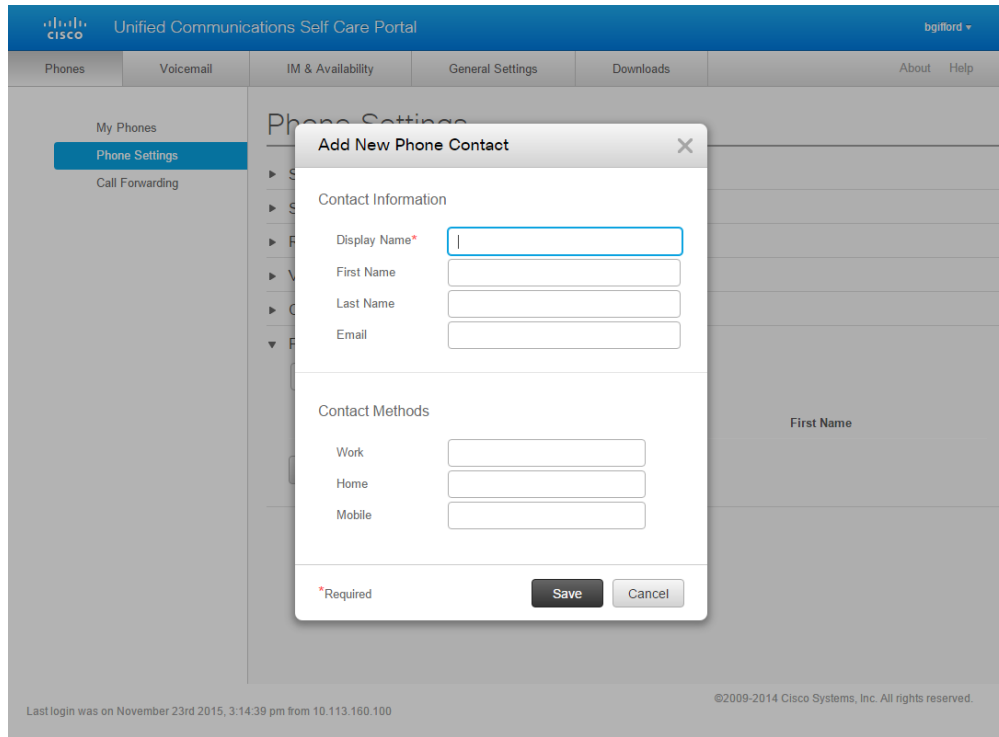
Select Phone Settings/Phone Contacts to view your contacts.

The screenshot shows the Cisco Unified Communications Self Care Portal. The top navigation bar includes 'Phones', 'Voicemail', 'IM & Availability', 'General Settings', 'Downloads', 'About', and 'Help'. The left sidebar shows 'My Phones' with 'Phone Settings' selected. The main content area is titled 'Phone Settings' and contains several expandable sections: 'Speed Dial Numbers', 'Services', 'Ring Settings', 'Voicemail Notification Settings', 'Call History', and 'Phone Contacts' (expanded). The 'Phone Contacts' section includes a search bar with the placeholder text 'Search...'. Below the search bar are columns for 'Display Name', 'Last Name', and 'First Name'. A 'Create New Contact' button is located below the columns.

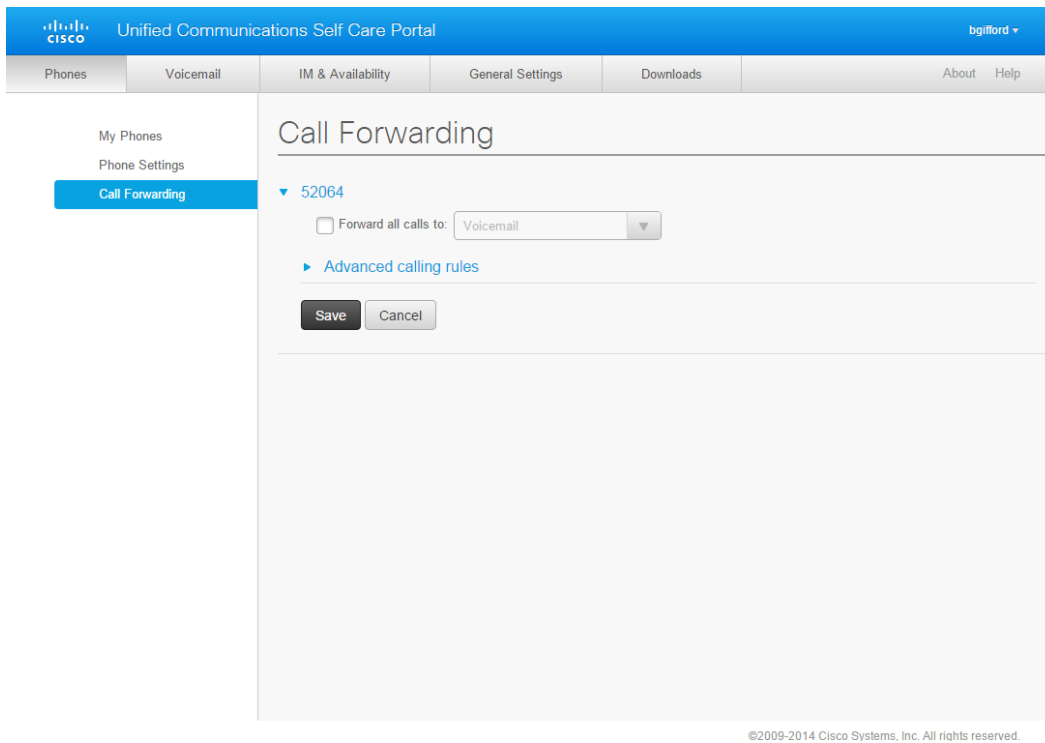
Last login was on November 23rd 2015, 3:14:39 pm from 10.113.160.100

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Select Create New Contact to enter a new contact then select Save.



Select Call Forwarding to call forward your Cisco VoIP phone.



Check the box next to Forward all calls. Enter the phone number you want to forward to. Enter the number the same way you would dial it from your Cisco desk phone.

The screenshot shows the Cisco Unified Communications Self Care Portal interface. The top navigation bar includes the Cisco logo, the title "Unified Communications Self Care Portal", and a user name "bgifford". Below this is a secondary navigation bar with tabs for "Phones", "Voicemail", "IM & Availability", "General Settings", "Downloads", "About", and "Help".

The left sidebar contains a menu with "My Phones", "Phone Settings", and "Call Forwarding" (which is highlighted in blue). The main content area is titled "Call Forwarding" and shows settings for a specific phone, "52064".

Under the "52064" heading, there is a checked checkbox labeled "Forward all calls to:" followed by a text input field containing the number "812083121665". Below this is a link for "Advanced calling r...". At the bottom of this section are "Save" and "Cancel" buttons.

A dropdown menu is open below the input field, showing two options: "Voicemail" and "Add a new number".