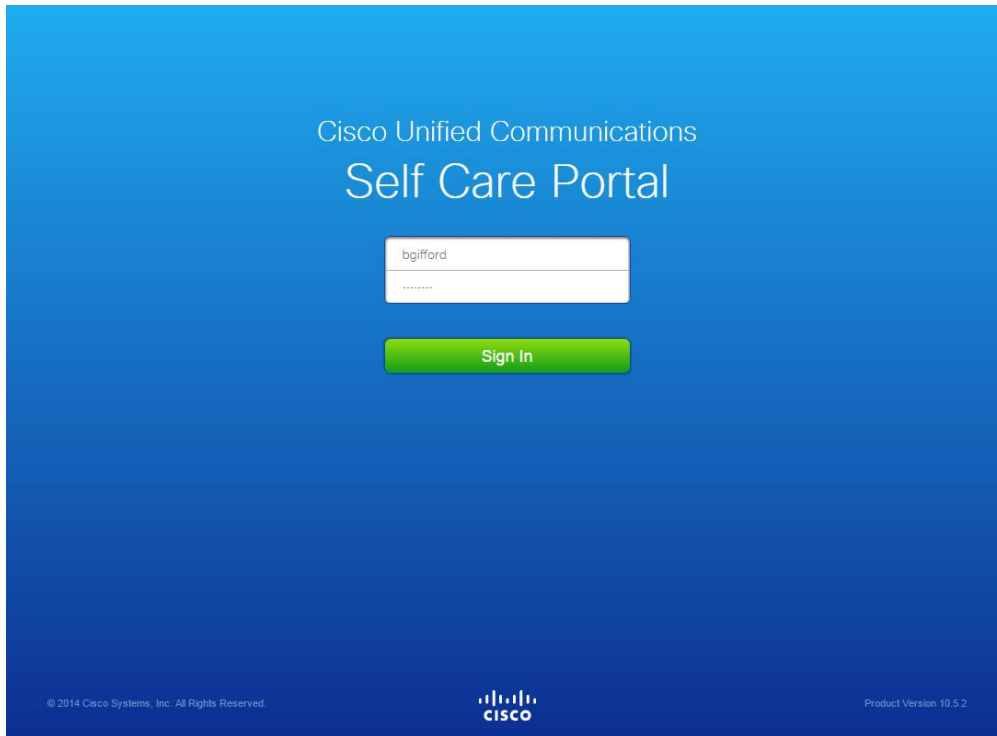


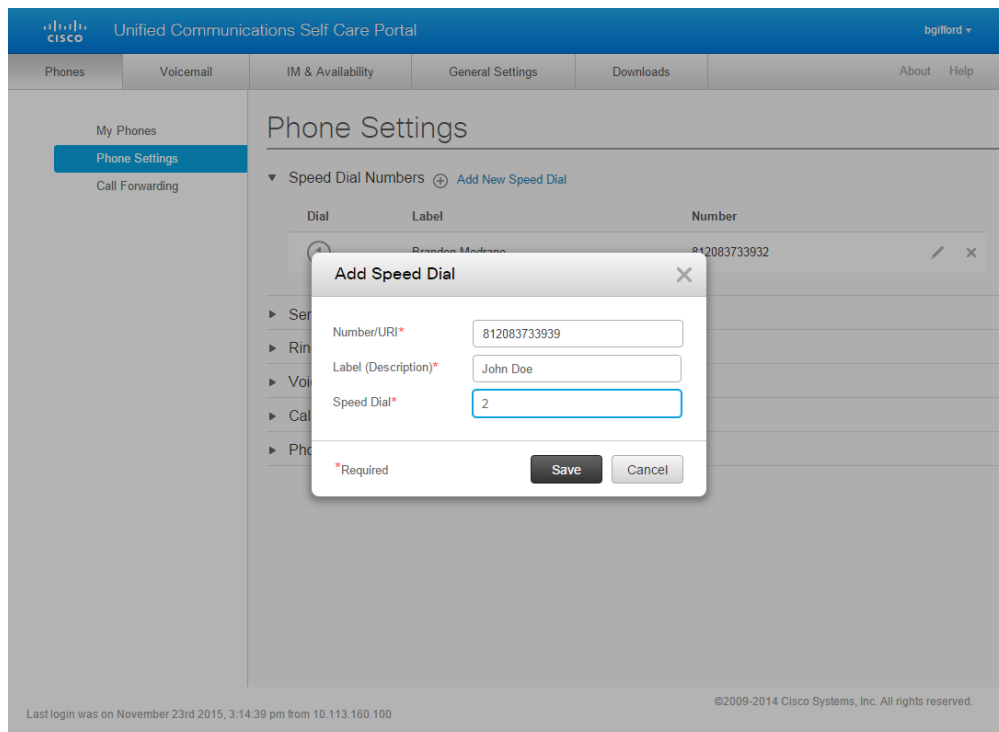
CISCO SELF CARE PORTAL – USER GUIDE

From your web browser enter <https://10.127.8.35/ccmuser>. 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 the following data:

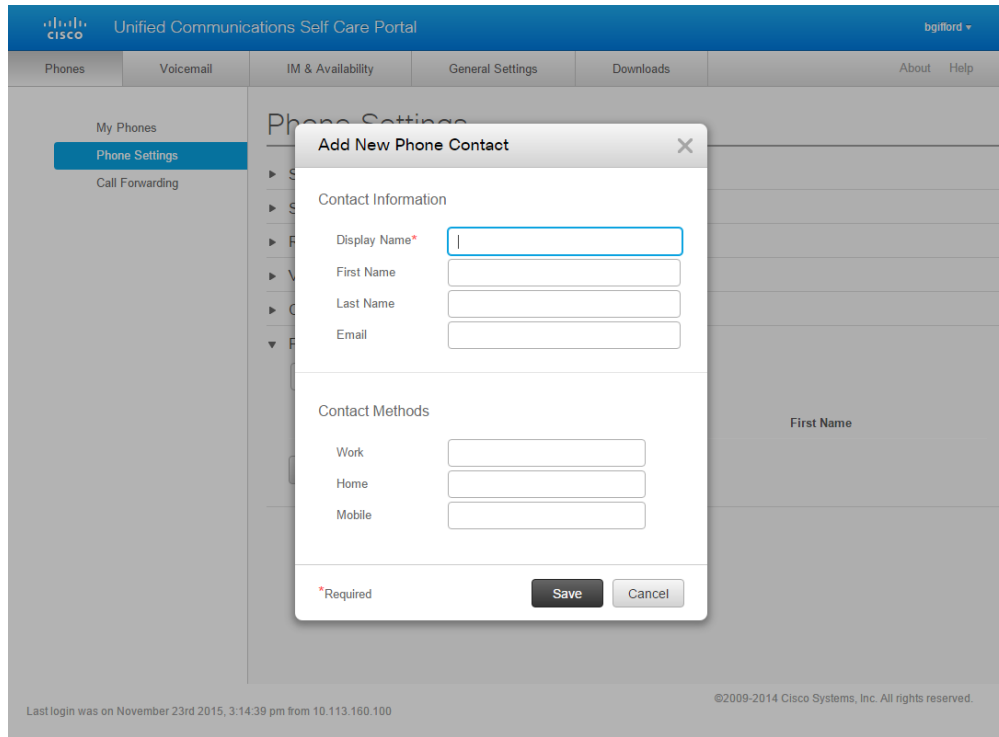
Phone Number	Turn on message waiting light	Display screen prompt	Play stutter tone when on a call
52064	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table are 'Save' and 'Cancel' buttons. At the bottom of the page, it says 'Last login was on November 23rd 2015, 3:14:39 pm from 10.113.160.100' and '©2009-2014 Cisco Systems, Inc. All rights reserved.'

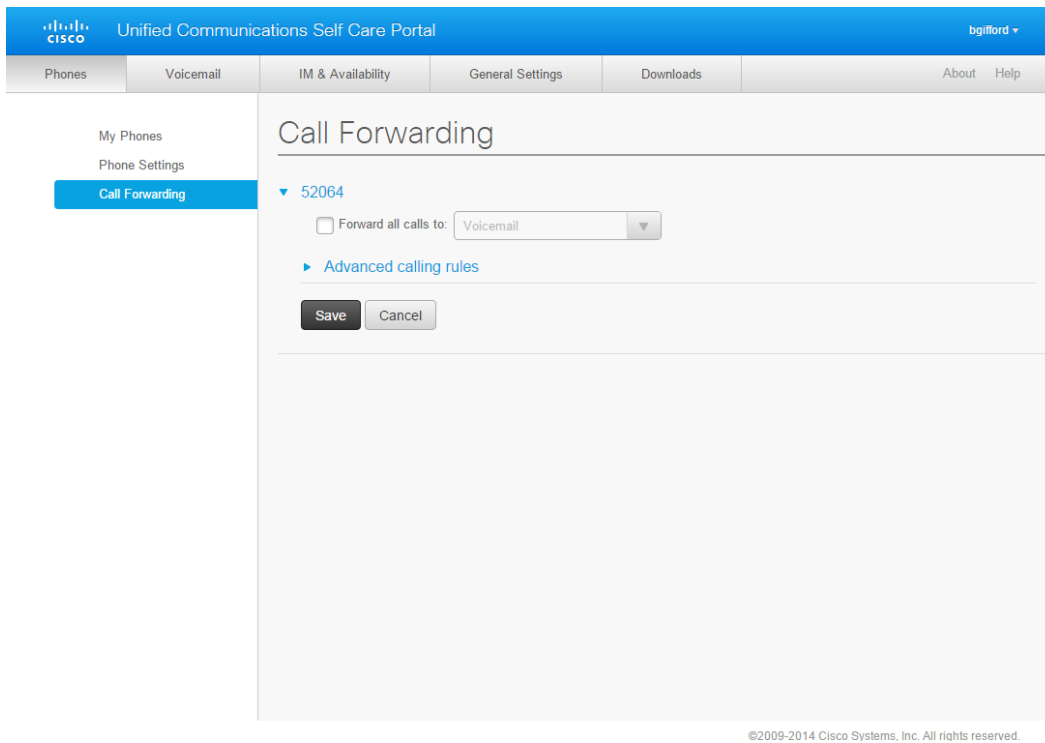
Select Phone Settings/Phone Contacts to view your contacts.

The screenshot shows the Cisco Unified Communications Self Care Portal. The top navigation bar is the same as in the previous screenshot. 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...' and a table with the following headers: 'Display Name', 'Last Name', and 'First Name'. Below the table is a 'Create New Contact' button. At the bottom of the page, it says 'Last login was on November 23rd 2015, 3:14:39 pm from 10.113.160.100' and '©2009-2014 Cisco Systems, Inc. All rights reserved.'

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 'Call Forwarding' configuration page for extension 52064. The 'Forward all calls to' checkbox is checked, and the number 812083121665 is entered in the dropdown menu. A 'Save' button is visible. The page also includes a navigation menu with options like 'Phones', 'Voicemail', 'IM & Availability', 'General Settings', 'Downloads', 'About', and 'Help'. The user's name 'bgifford' is displayed in the top right corner.

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

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To change your Web Password and/or Phone Pin (not your voicemail PIN) select General Settings and enter your new password and/or PIN.

The screenshot shows the 'General Settings' configuration page. The 'Client/Portal Password' section has two input fields for 'New Password' and 'Confirm New Password'. The 'Phone Services PIN' section has two input fields for 'New Phone PIN' and 'Confirm New Phone PIN'. A warning message is displayed: 'Language settings are not synced across all phones. To apply the same language for all phones, make a selection and save.' The page also includes a navigation menu with options like 'Phones', 'Voicemail', 'IM & Availability', 'General Settings', 'Downloads', 'About', and 'Help'. The user's name 'bgifford' is displayed in the top right corner.

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

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