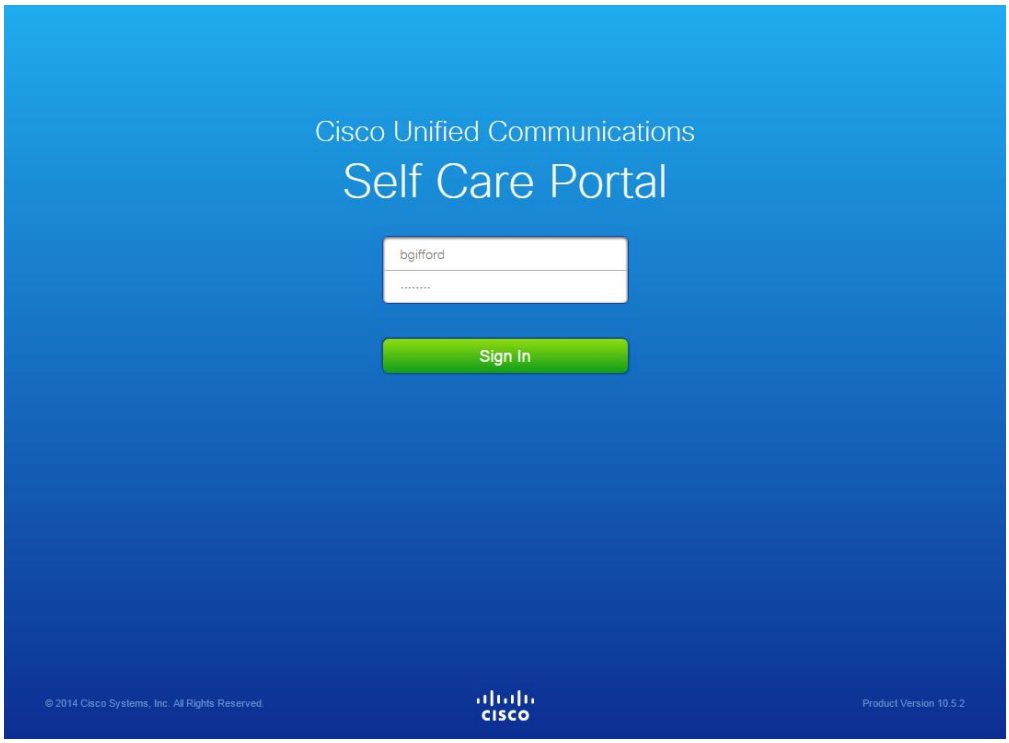
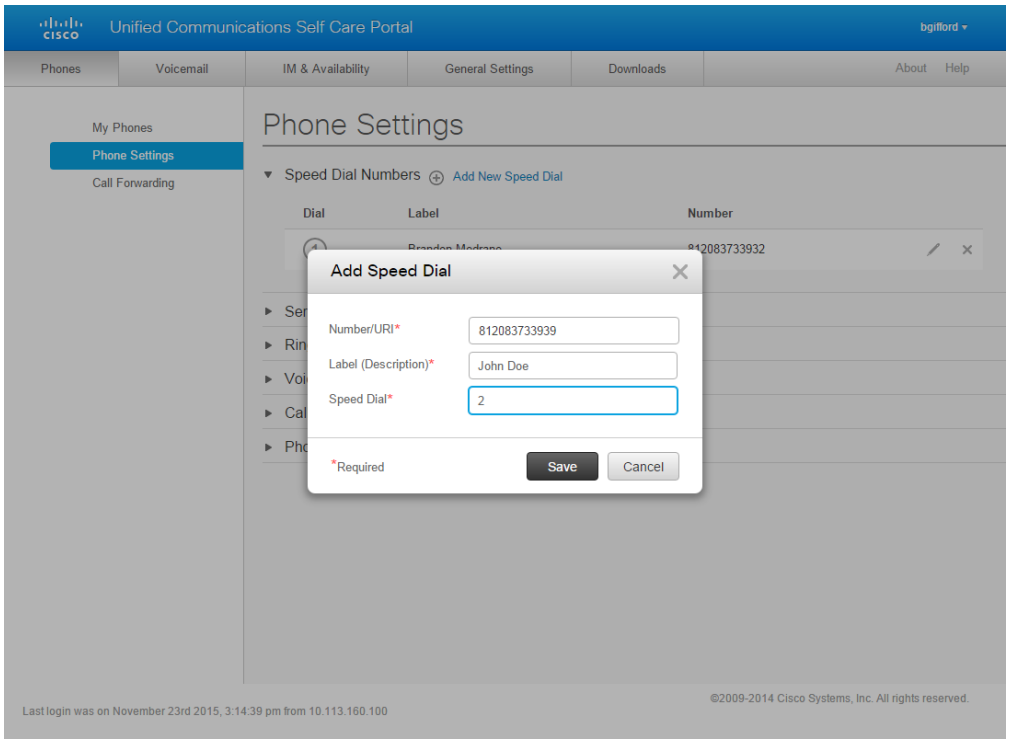
CISCO SELF CARE PORTAL – USER GUIDE

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.

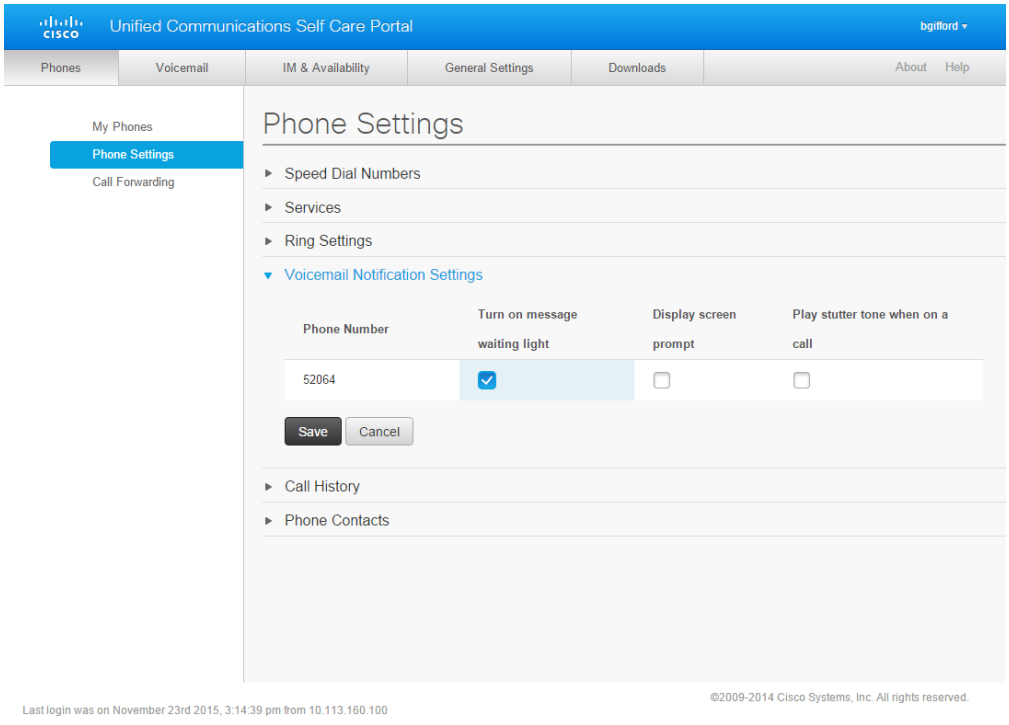
Enter your Username and Password. Your Username is your Windows username and Password is “password”.



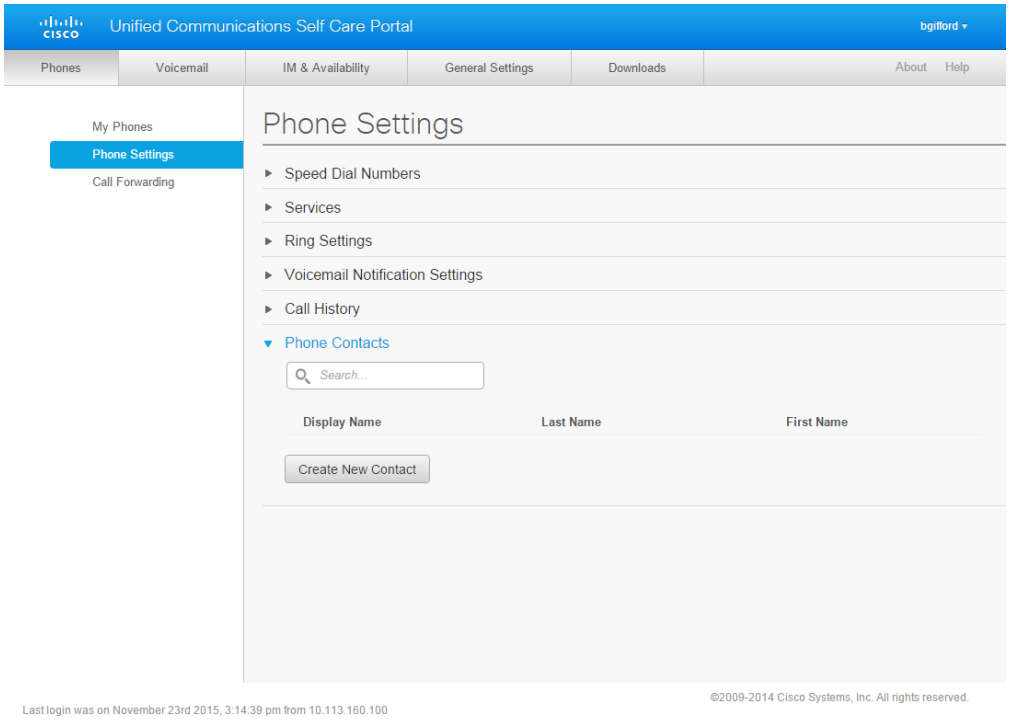
To enter Speed Dials select Phone Settings/Speed Dial Numbers/Add New Speed Dial. Enter your Speed Dials how you would dial them from your desk phone. When you have entered your Speed Dial select Save.



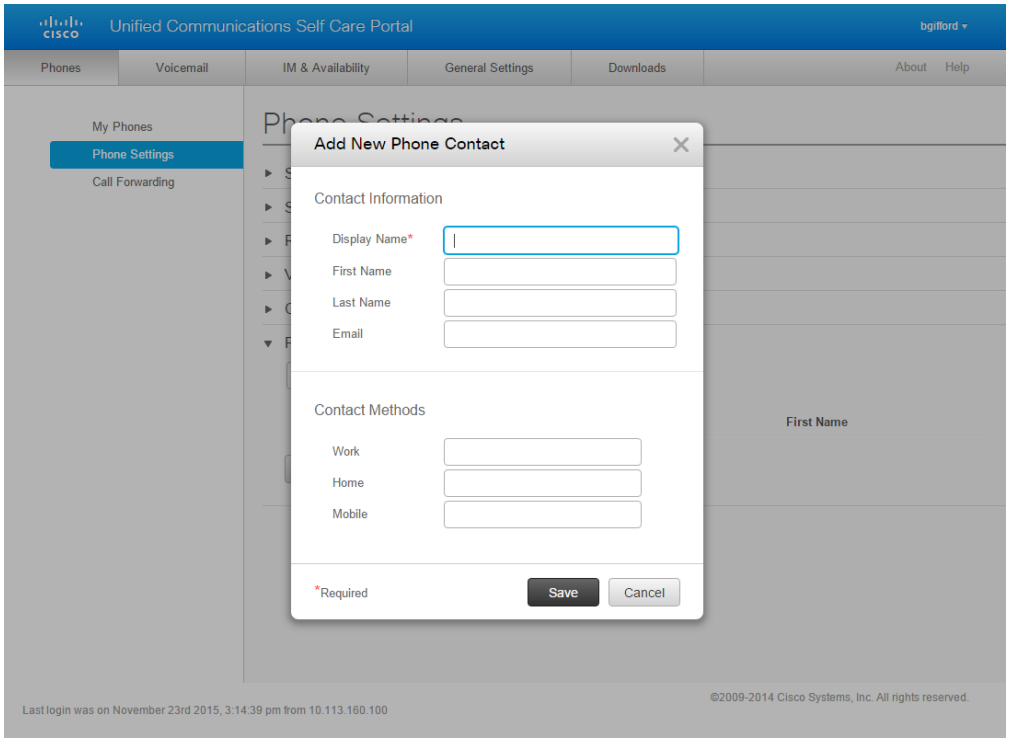
Select Phone Settings/Voicemail Notification Settings to change voicemail notifications then select Save.



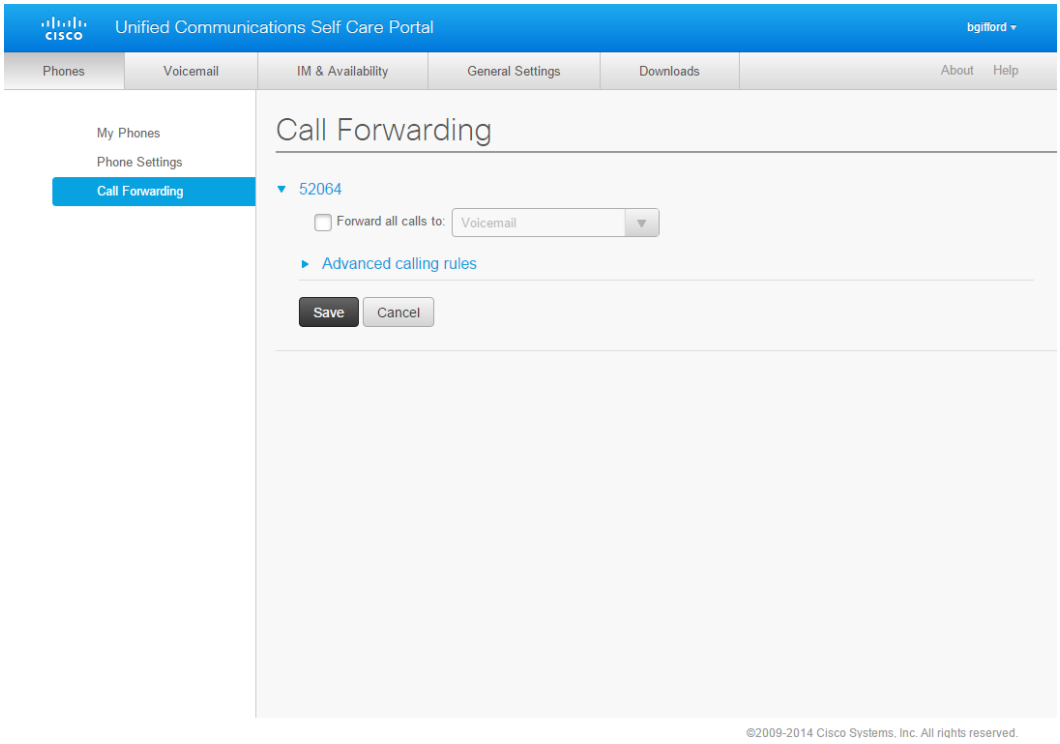
Select Phone Settings/Phone Contacts to view your contacts.



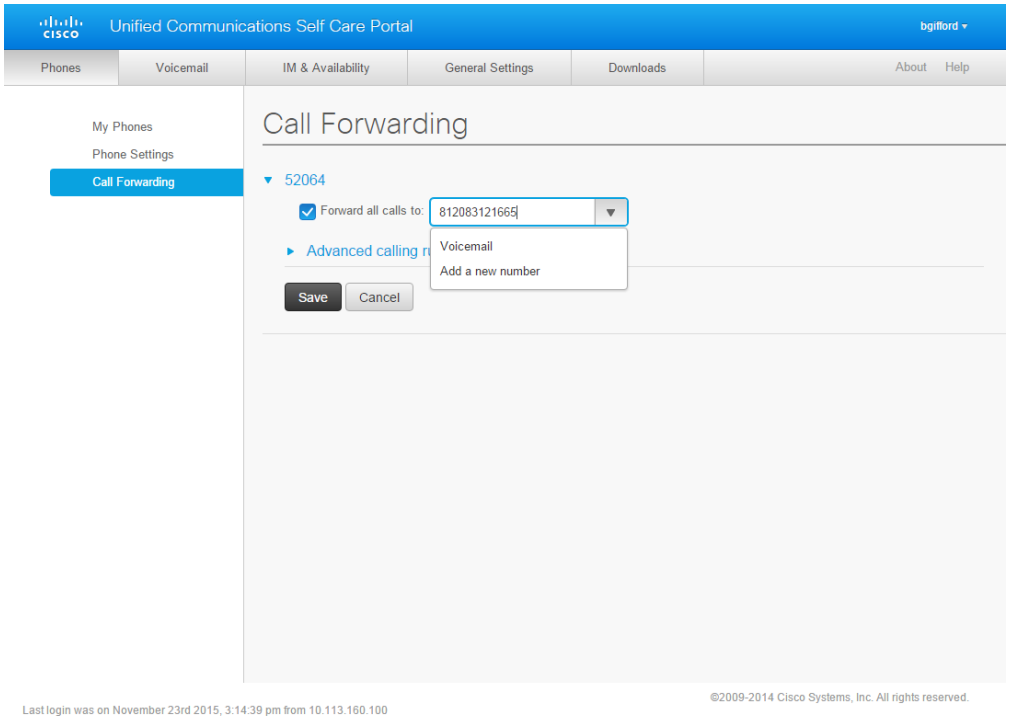
Select Create New Contact to enter a new contact then select Save.



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.



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

