Call Forwarding, Mobile Phone Registration, and "Enable Single Number Reach" Instructions

Phone and voicemail

Voicemail can be accessed from off campus and phone calls set to forward to a mobile or other non-Purdue phone.

- While on campus, users can set phone and voicemail options by visiting the self-care portal at http://myphone.voip.purdue.edu
- At the portal users can register their mobile phone and enable it to ring at the same time as their desk phone, among other things.
- The VPN is needed to reach the self-care portal from off campus.
- If you are an instructor, consider setting a greeting message on your voicemail noting your virtual office hours.

It is recommended for users to register their mobile phone now, and setup the "Enable Single Number Reach" feature.

Instructions and screenshots for these features are on the following pages.

Benefits of "Enable Single Number Reach"

- By default, your work phone will ring for 4 seconds before your mobile phone rings. This allows you to pick up if you are currently at your desk and not worry about turning on or off call forwarding.
- Your personal cell number is not exposed to the caller.
- Calls that are not answered on either your work or cell phone will go to your Purdue voicemail. Basic call forwarding will go to your cell phone voicemail.

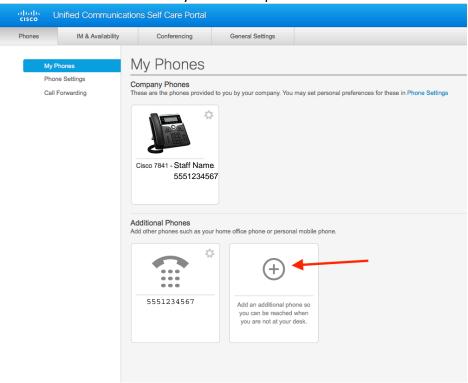
Enable Single Number Reach - Register Mobile Number Instructions

Step 1

- Follow this link: http://myphone.voip.purdue.edu
 - o If you are off campus, you must be logged in to the VPN.

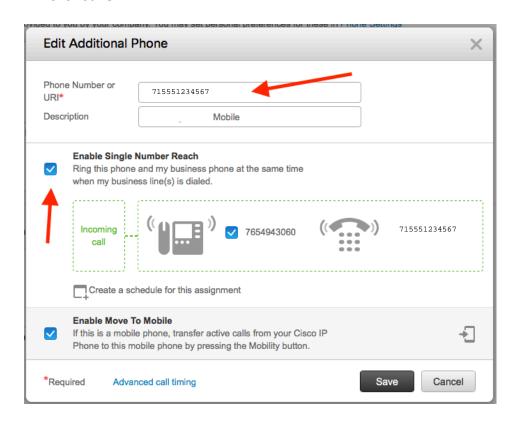
Step 2

Click the Plus to add your mobile phone



Step 3

- Add your mobile number
 - o Enter your number, preceded by a 7 and 1
 - o If your number is (555) 123-4567 then it should read: 715551234567
- Check the box next to "Enable Single Number Reach"
- Click Save



Basic Call Forwarding Instructions

Step 1

- Follow this link: http://myphone.voip.purdue.edu
 - o If you are off campus, you must be logged in to the VPN.

Step 2

- Click Call Forwarding in the sidebar
- Click the checkbox next to "Forward all calls to:"
- Enter your number, preceded by a 7 and 1
 - o If your number is (555) 123-4567 then it should read: 715551234567
- Click Save

Your screen should like this:

