

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>
 - If you are off campus, you must be logged in to the VPN.

Step 2

- Click the Plus to add your mobile phone

The screenshot displays the Cisco Unified Communications Self Care Portal. The top navigation bar includes the Cisco logo and the title 'Unified Communications Self Care Portal'. Below this is a horizontal menu with tabs for 'Phones', 'IM & Availability', 'Conferencing', and 'General Settings'. The 'Phones' tab is selected, and a left sidebar shows 'My Phones' as the active section, with sub-links for 'Phone Settings' and 'Call Forwarding'. The main content area is titled 'My Phones' and is divided into two sections. The 'Company Phones' section shows a single phone entry: 'Cisco 7841 - Staff Name' with the number '5551234567'. The 'Additional Phones' section, which includes the instruction 'Add other phones such as your home office phone or personal mobile phone.', contains two cards. The first card shows a phone icon and the number '5551234567'. The second card features a large plus sign icon and the text 'Add an additional phone so you can be reached when you are not at your desk.' A red arrow points directly to this plus sign icon.

Step 3

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

Edit Additional Phone

Phone Number or URI*

Description

☒ **Enable Single Number Reach**
Ring this phone and my business phone at the same time when my business line(s) is dialed.

Incoming call ☒ 7654943060 715551234567

☐ Create a schedule for this assignment

☒ **Enable Move To Mobile**
If this is a mobile phone, transfer active calls from your Cisco IP Phone to this mobile phone by pressing the Mobility button.

*Required [Advanced call timing](#) **Save** Cancel

Basic Call Forwarding Instructions

Step 1

- Follow this link: <http://myphone.voip.purdue.edu>
 - 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
 - If your number is (555) 123-4567 then it should read: 715551234567
- Click Save

Your screen should like this:

The screenshot displays the Cisco Unified Communications Self Care Portal. The top navigation bar is blue with the Cisco logo and the text "Unified Communications Self Care Portal". Below this is a horizontal menu with tabs: "Phones", "IM & Availability", "Conferencing", and "General Settings". On the left side, there is a vertical sidebar with the following options: "My Phones", "Phone Settings", and "Call Forwarding" (which is highlighted in blue). The main content area is titled "Call Forwarding" and shows a configuration for the phone number "7654943060". Under this number, there is a checkbox labeled "Forward all calls to:" which is checked. Next to the checkbox is a text input field containing the number "715551234567". Below the input field is a link that says "Advanced calling rules". At the bottom of the configuration area are two buttons: "Save" and "Cancel".