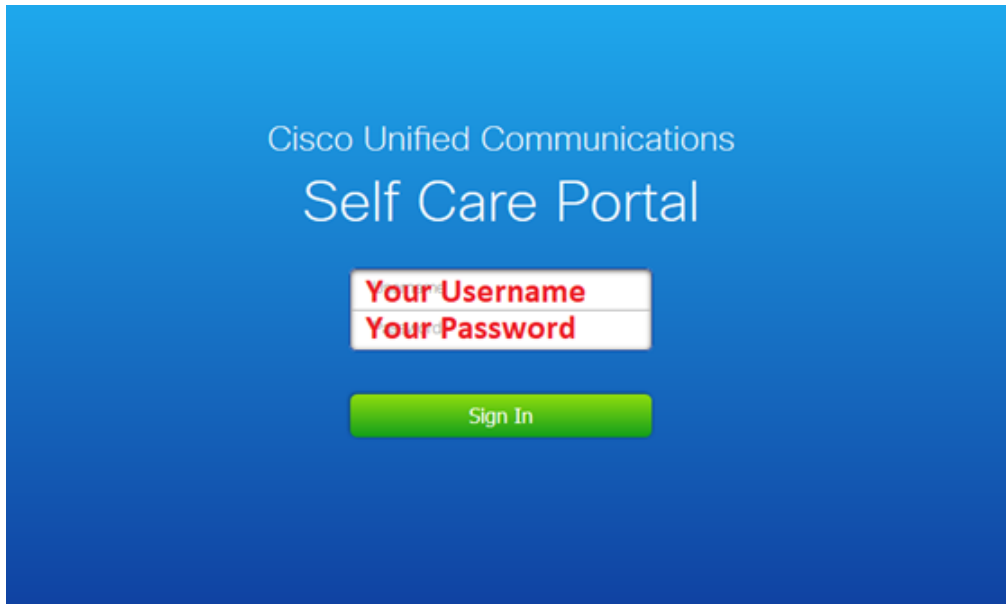


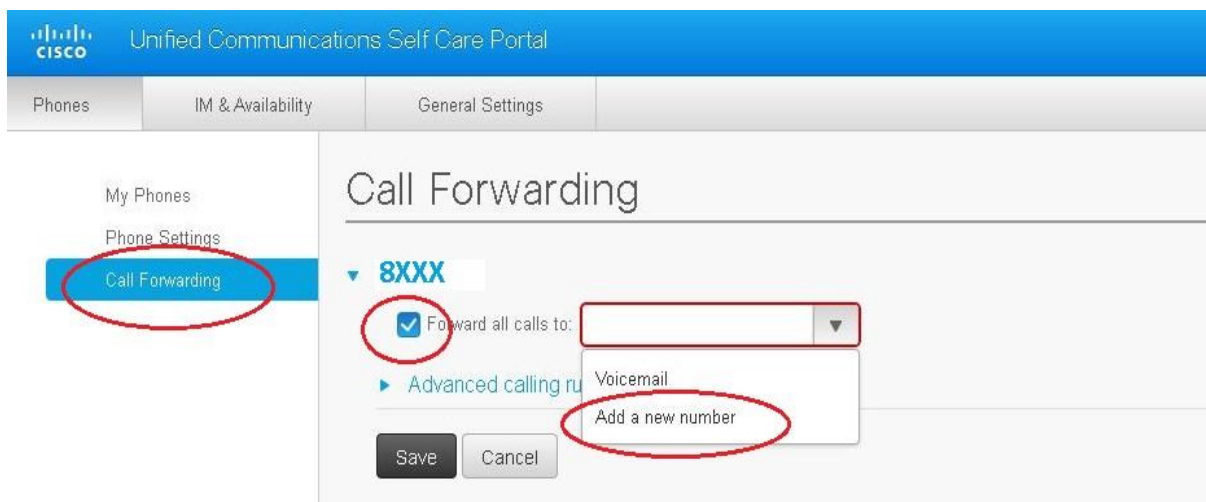
Using Cisco Self Care Portal

1. Setup forwarding all call to another number

1.1 Visit <https://phone.ln.edu.hk/ucmuser> and enter your Username (i.e. your email without @ln.edu.hk) and Password to login.



1.2 Click "Call Forwarding", click the check box and choose "Add a new number".



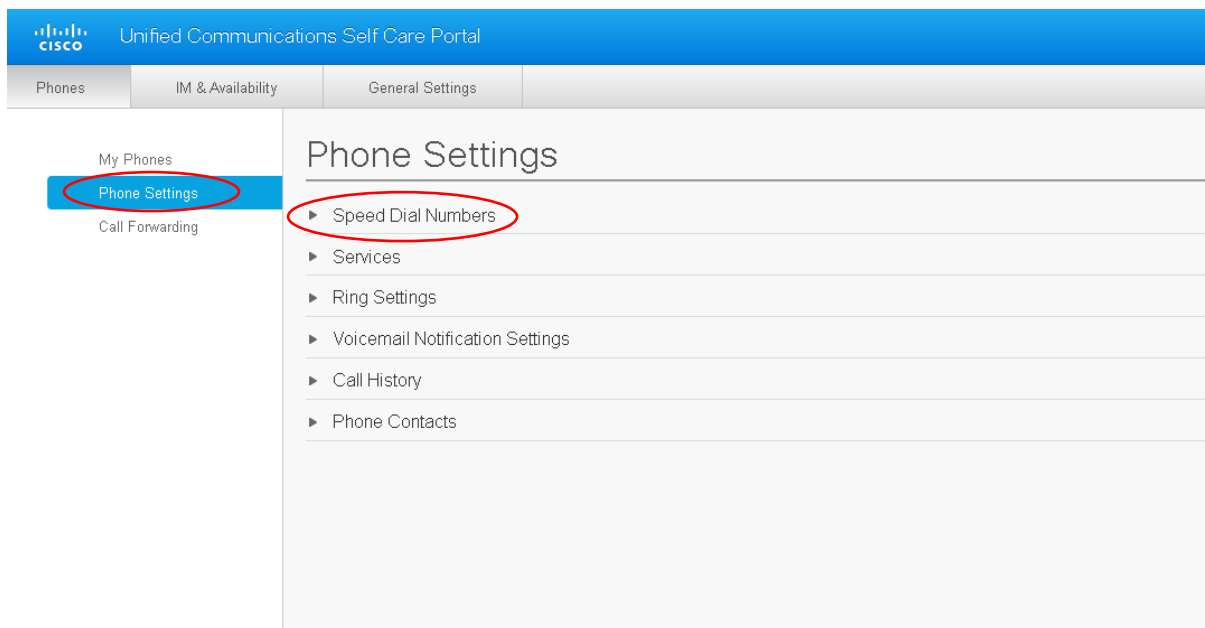
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1.3 Enter your external phone number with the dial-out prefix “9” for call forwarding, then click “save”.

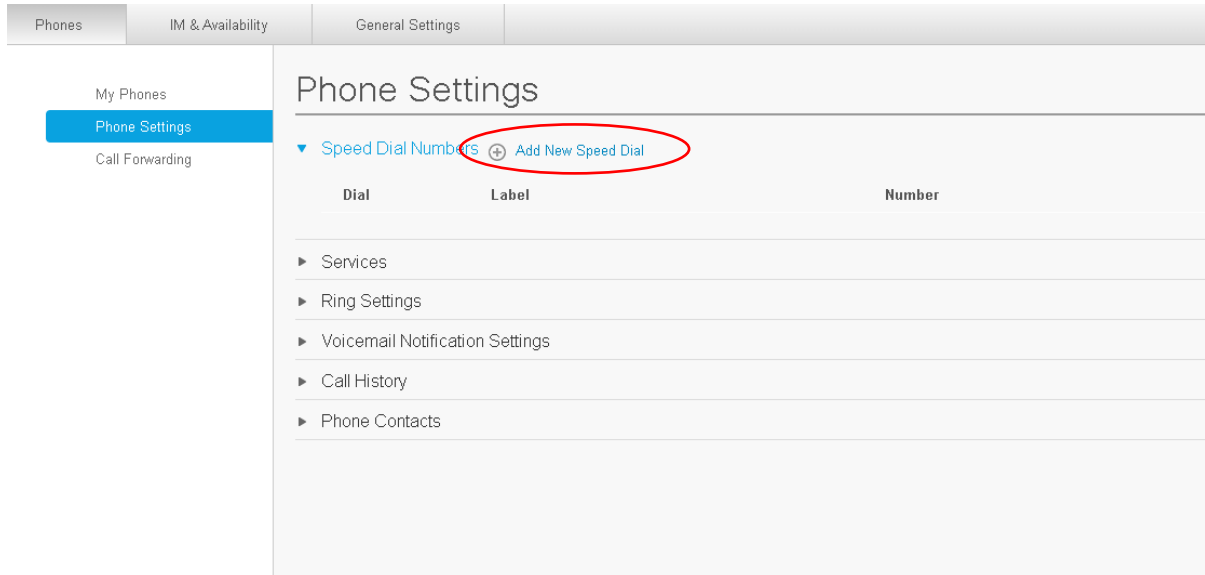
The screenshot displays the Cisco Unified Communications Self Care Portal interface. The top navigation bar includes the Cisco logo and the text 'Unified Communications Self Care Portal'. Below this, there are three main tabs: 'Phones', 'IM & Availability', and 'General Settings'. The 'Call Forwarding' option is selected in the left-hand menu. The main content area is titled 'Call Forwarding' and shows settings for extension 8434. A checkbox labeled 'Forward all calls to' is checked, and the adjacent text input field contains the value '9XXXXXXXX'. Below this, there is a link for 'Advanced calling rules'. At the bottom of the settings area, there are two buttons: 'Save' and 'Cancel'. Red circles are drawn around the '9XXXXXXXX' input field and the 'Save' button to highlight the required actions.

2. Setup Speed Dial

2.1 Click “Phone Settings”, click “Speed Dial Numbers” to showing the settings.



2.2 Click “Add New Speed Dial” to open the dialog box.



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2.3 Enter the number, label and speed dial number in the dialog box and then click “Save” to confirm the setting. In this example, we add ITSC hotline as the first speed dial, so enter “7995” for Number, “ITSC Hotline” for label and “1” for “Speed Dial”

The screenshot shows the 'Phone Settings' page with a sidebar on the left containing 'My Phones', 'Phone Settings', and 'Call Forwarding'. The main content area is titled 'Phone Settings' and includes a section for 'Speed Dial Numbers' with an 'Add New Speed Dial' link. A modal dialog box titled 'Add Speed Dial' is open, containing three input fields: 'Number/URI*' (7995), 'Label (Description)*' (ITSC Hotline), and 'Speed Dial*' (1). A red circle highlights the 'Save' button at the bottom right of the dialog box.

2.4 To add another speed dial, click “Add New Speed Dial” to open the dialog box.

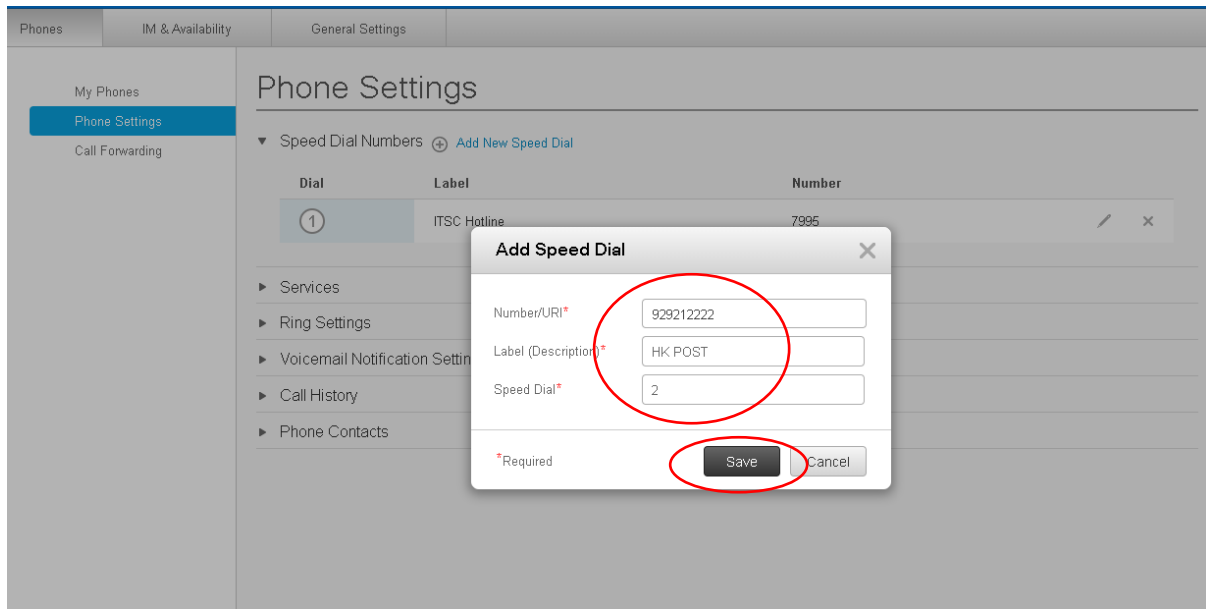
The screenshot shows the 'Phone Settings' page with a sidebar on the left containing 'My Phones', 'Phone Settings', and 'Call Forwarding'. The main content area is titled 'Phone Settings' and includes a section for 'Speed Dial Numbers' with an 'Add New Speed Dial' link highlighted by a red circle. Below the link is a table with the following data:

Dial	Label	Number
1	ITSC Hotline	7995

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2.5 In this example, we add Hong Kong Post Office hotline as the second speed dial, so enter “929212222” for Number, “HK POST” for Label and “2” for Speed Dial. Click “Save” to confirm the setting.

P.S. To adding external phone number, remember add the prefix “9”.



2.6 If you want to modify the setting, you can click the edit symbol. Click the cross symbol if you want to remove the setting.

