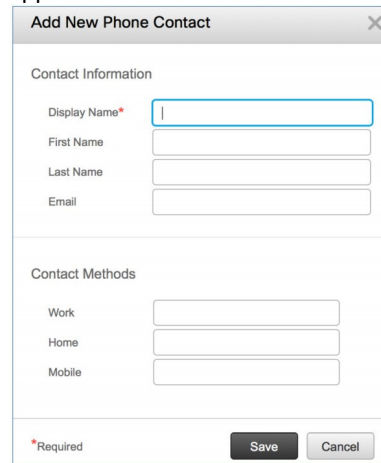



SET UP PHONE CONTACTS FOR YOUR PERSONAL DIRECTORY

Phone contacts allow you to store phone numbers and email addresses for your phone contacts. From your phones, you can browse your list of contacts and place calls directly from the contact list without having to type in the number each time.

- Click the Phones tab.
- In the left navigation pane, click Phone Settings.
- Click Create New Contact.
- The Add New Phone Contact window appears.
- Complete the fields with the contact information for the contact.
- Click OK



SIGN INTO PERSONAL DIRECTORY FROM YOUR PHONE

- Press Contacts . 
- Select Personal directory.
- Enter your user ID and PIN, and press Submit.
- To sign out, select Log out, press Select, and then press OK.

You can add new contacts to your Personal Directory using your telephone, but it is much easier and quicker to use the Self Care Portal to do this.

SEARCH FOR A CONTACT IN YOUR PERSONAL DIRECTORY

- Press Contacts .
- Sign in to your personal directory.
- Select Personal Address Book.
- Select a search criteria.
- Enter your search criteria and press Submit.
- Highlight the entry.
- Press the Call soft key on your phone to dial the number.



Unified Communications Self Care Portal

August 15, 2017

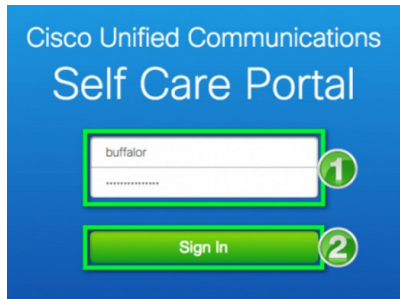
ACCESSING THE APPLICATION

Open an internet browser and enter URL

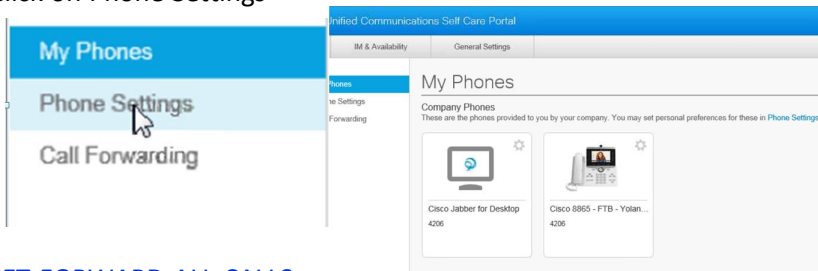
<http://phoneselfservice.psd.pennridge.org>

LOG IN

- Log into the Self Care Portal using your Windows ID and password
- Click Sign In.

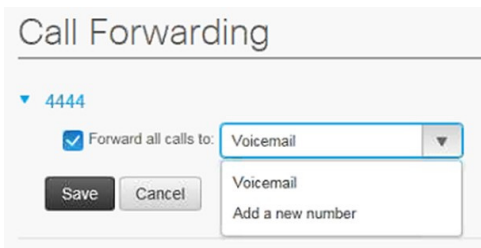


The below screen on the right will display.
Click on Phone Settings



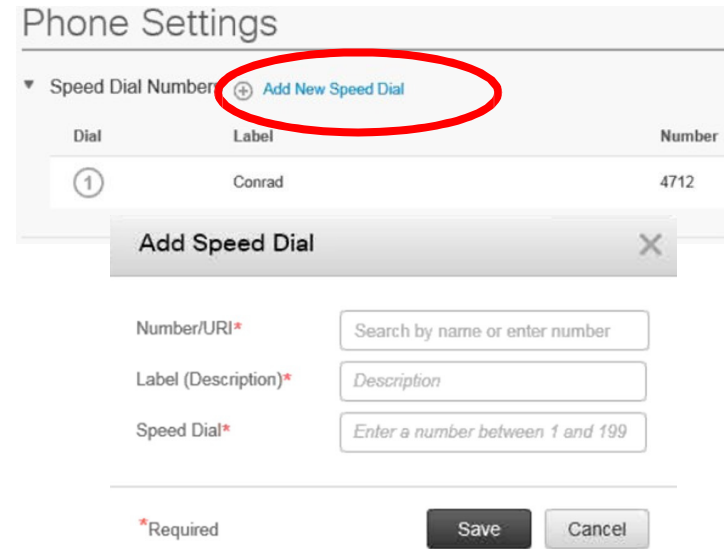
SET FORWARD ALL CALLS

- Click the Phones tab.
- In the left navigation pane, click Call Forwarding.
- Click the phone number on which you want to set up call forwarding.
- Check the Forward calls to: check box.
- From the Forward calls to drop-down list box, enter the phone number to which you want to forward all calls.
- Click Save.



ADDING SPEED DIAL NUMBERS

- Click the Phones tab.
- Click Phone Settings. (gear in the upper right of phone pic)
- Click Speed Dial Numbers
- Click on [Add New Speed Dial](#)
- In the *Add Speed Dial* window that appears, enter the following information in the corresponding fields:



- In the Number field, enter the contact's name or phone number. Unified Communications Self Care Portal searches the company directory.
 - Enter "9" for outside calls and "1" for long distance.
 - Enter a comma to separate the parts of a dial string.
- In the Label text box, enter a description for the speed dial number. Your phone will use the description to display the speed dial number. In the Speed Dial text box, assign a speed dial number.
- Click Save

Updating you PIN for phone and voicemail

- Click the General Services Tab.
- Type the new PIN and click save.
-

