

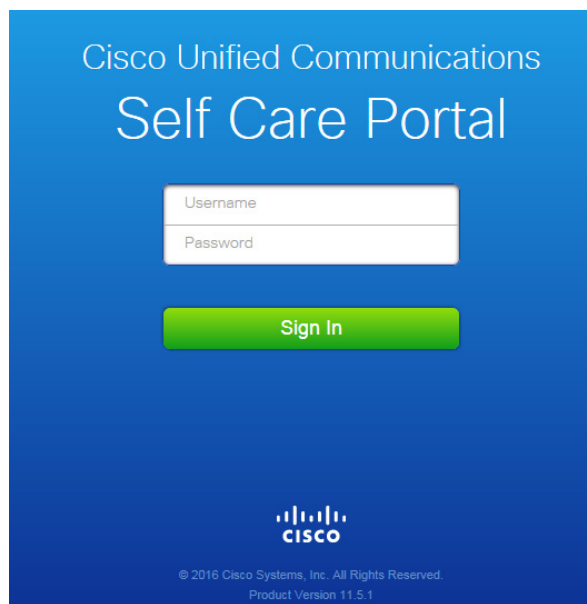
## Cisco Unified Self Care Portal Guide

Cisco Self Care Portal is a Web interface that allows you to control phone features and settings, such as **Call Forward** and **Speed dials**.

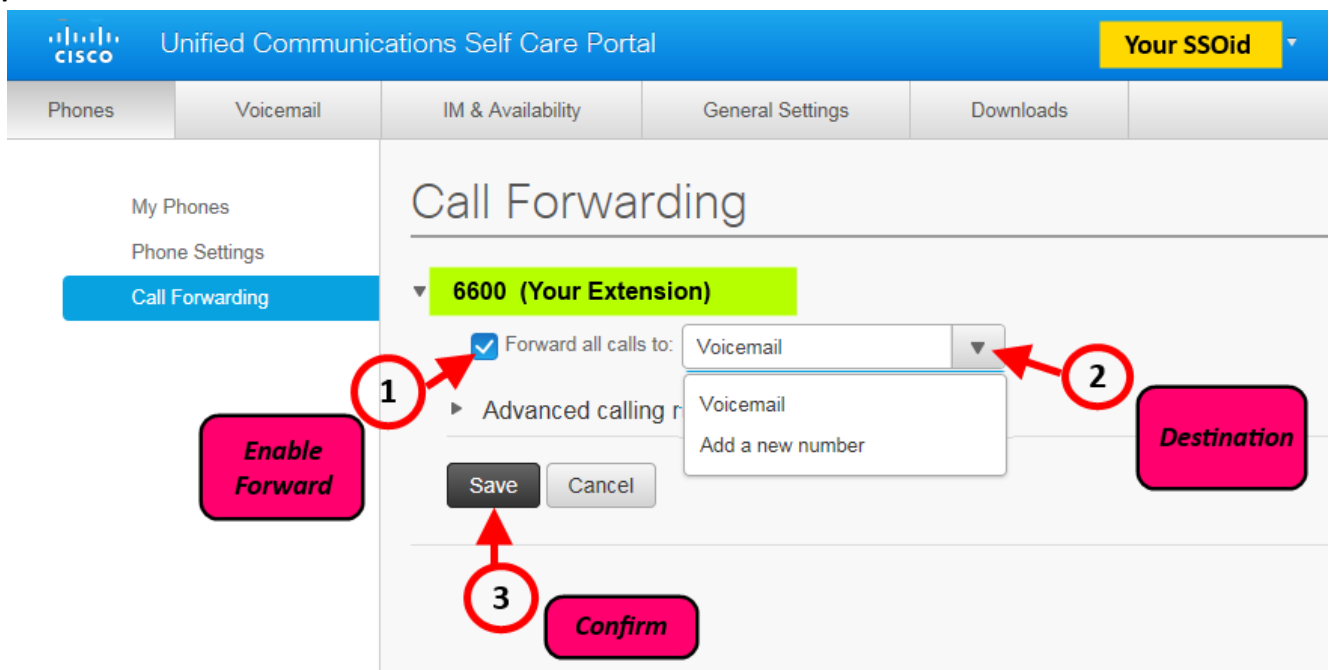
### (1) Sign in to Self Care Portal

<https://bucm01.buvoice.hkbu.edu.hk/ucmuser>

Enter your **SSOid** and **password** to sign in



### (2) To enable the Call Forward



**Example 1: Forward to Voicemail**

▼ **6600 (Your Extension)**

Forward all calls to: Voicemail ▼

**Example 2: Forward to internal extension (e.g. 1234)**

▼ **6600 (Your Extension)**

Forward all calls to: 1234 ▼

**Example 3: Forward to Mobile (e.g. 91239123)**

▼ **6600 (Your Extension)**

Forward all calls to: 991239123 ▼

**(3) To configure Speed Dial Buttons**

Phone models 7960/7962 have multiple speed-dial buttons that you can program to dial a number directly.

The screenshot shows the Cisco Unified Communications Self Care Portal interface. The top navigation bar includes 'Phones', 'Voicemail', 'IM & Availability', 'General Settings', and 'Downloads'. The 'Phone Settings' page is active, with a sidebar menu showing 'My Phones', 'Phone Settings', and 'Call Forwarding'. The main content area is titled 'Phone Settings' and features a section for 'Speed Dial Numbers'. A red circle with the number '1' highlights the '+ Add New Speed Dial' button. A pink 'Add Speed Dial' button is also visible. Below this, a table is shown with columns for 'Dial', 'Label', and 'Number'.

**Add Speed Dial** 2 Enter Number, Label & Position ✕

Number/URI\*



Label (Description)\*

Speed Dial\*

\*Required Save Cancel

## Phone Settings

▼ **Speed Dial Numbers** + [Add New Speed Dial](#)

Dial	Label	Number		
①	ITO Hotline	7899		
②	HKT Enquiry	91000	