

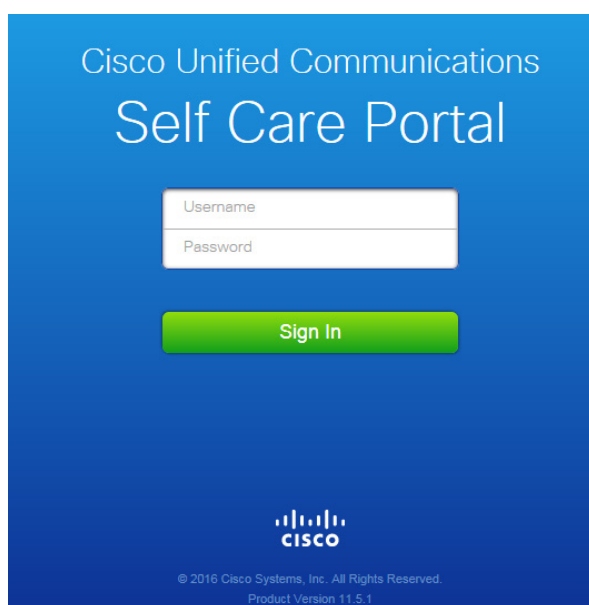
Cisco Unified Self Care Portal Guide

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

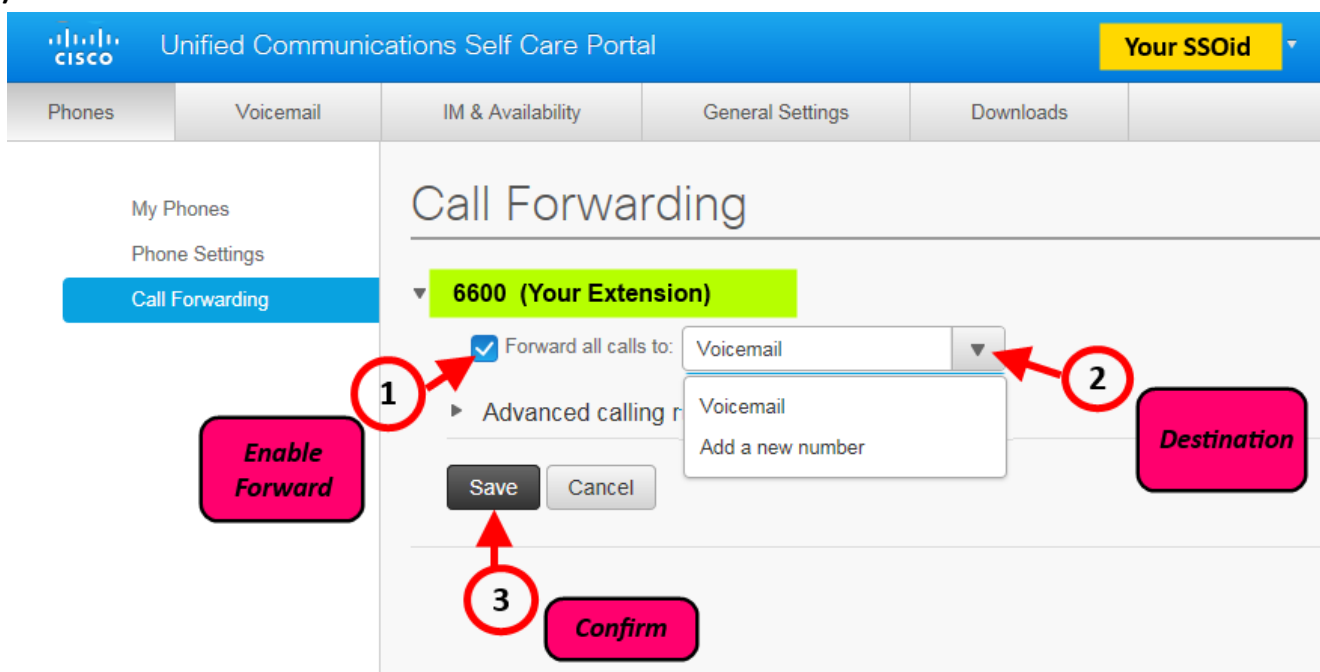
(1) Sign in to Self Care Portal

<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

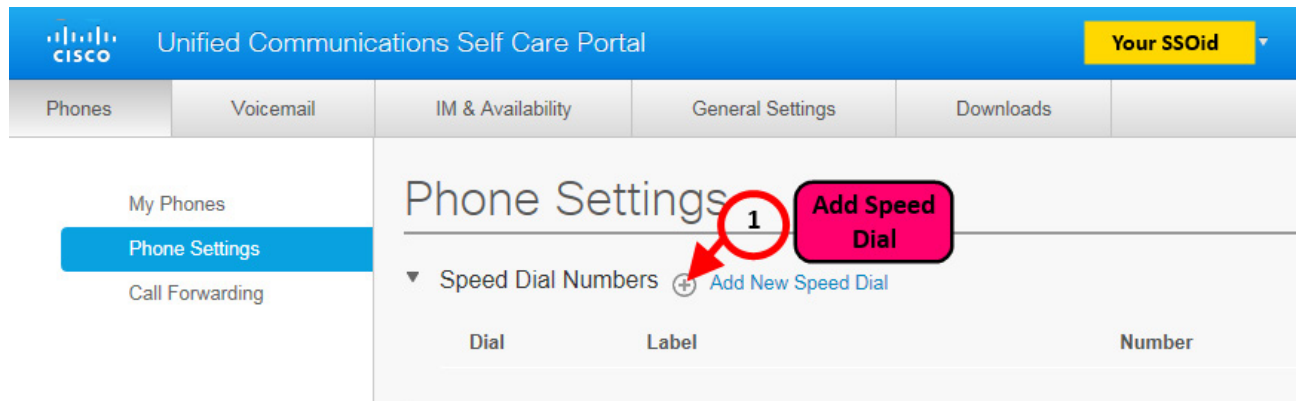
Example 3: Forward to Mobile (e.g. 91239123)

▼ **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. 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 red circle with the number '1' around the 'Add New Speed Dial' link. A pink button labeled 'Add Speed Dial' is also visible. Below this, there is a table 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	✍ ✕