

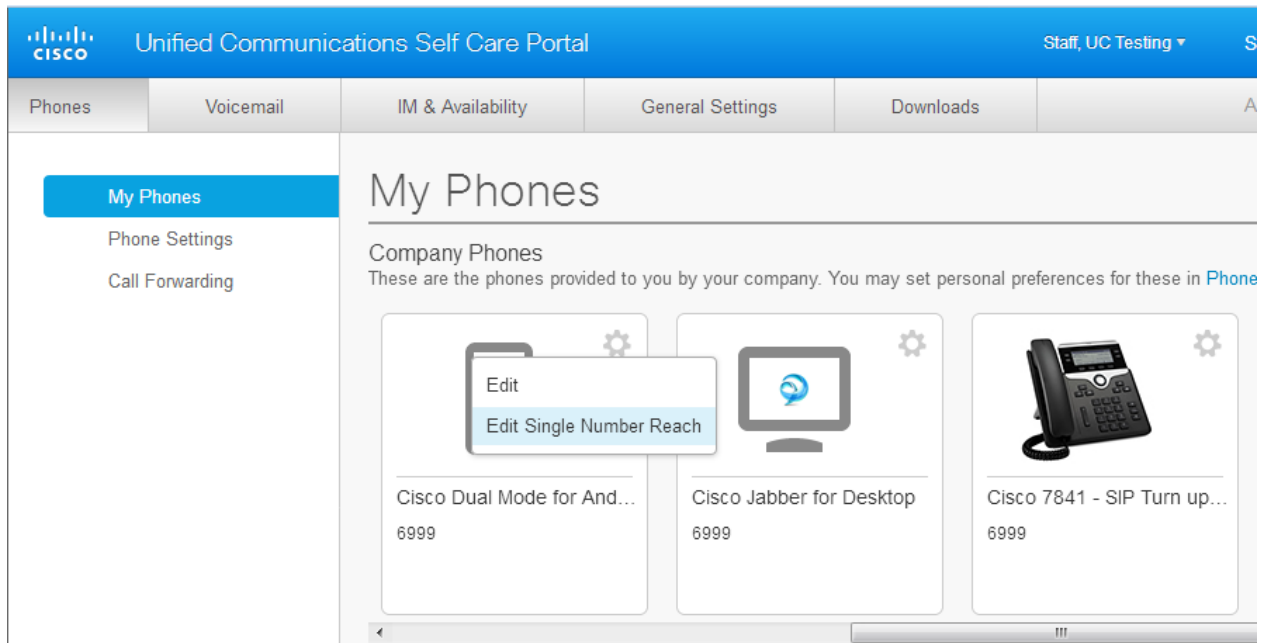
Single Number Reach Instructions:

Feature Highlights:

- Single Number Reach is a feature that will deliver calls to both your desk phone and mobile phone. When anyone calls your PC extension, after 1-2 rings the call will reach your cell phone as well. This means you only give out one number and people can reach you on either device.
- Single Number Reach also allows you to move an active call between your desk phone and your mobile phone without hanging up or transferring. Stuck on a call and need to leave your desk? Press the **Mobility** key and the call will be sent to your cell phone. Simply answer it and then hang up the desk phone. Now you can get moving without dropping the call.
 - On a call on your cell and want to move it to your desk phone when you arrive? Simply hang up the cell and the call will be placed on hold for 10 seconds. Just pick up the waiting call on your desk phone before the 10 seconds are up to continue the call.
 - Concerned this will send calls to your cell phone when you don't want it to? You control when calls are delivered to your cell. You can setup a schedule to match your working hours with the instructions below. Also, if you're going on vacation or simply do not want to be disturbed, just press the **Mobility** key on your phone and disable the service. The mobility key is one of the keys at the bottom of the display screen. If you do not see it, press the **three** dots on the right-most key to see more options. To turn it back on later, just do the same thing.

Instructions for setting up a schedule:

1. Open a web browser from any PC computer and navigate to the following URL:
<https://myphone.providence.edu/ucmuser/>
2. Enter your Active Directory Username and Password to sign in. These are the same credentials you use to sign in to your computer in the morning.
3. The landing page will look like the following image. If you have requested Single Number Reach one of the devices listed under **My Phones** will be titled either **Cisco Dual Mode for Android** or **Cisco Dual Mode for iPhone** depending on whether your cell phone is an Android or iPhone. Click on the gear in the upper right hand of this device and select **Edit Single Number Reach**.



4. A box will appear that looks like the below image. Click on the Box to the left of the text **Create a schedule for this assignment.**

5. In the new Window that pops up, Name you schedule in the top row. Then click the radio button next to **Ring only during specific times.**
6. Select the checkbox next to each day you want SNR to send calls to your cell phone and then set a start time and end time.

7. Lastly, confirm the time zone says **(GMT-5:00) America/New_York**. If you are traveling and wish to utilize another timezone you may alter this, but BE CAREFUL. If you fail to return it to the above noted timezone the schedule will be off.

Add a New Schedule

What would you like to call this Schedule?

Example

☒ Ring only during specific times

☐ Ring all the time

<input checked="" type="checkbox"/>	Monday	08:00	▼	to	17:00	▼
<input checked="" type="checkbox"/>	Tuesday	08:00	▼	to	17:00	▼
<input checked="" type="checkbox"/>	Wednesday	08:00	▼	to	17:00	▼
<input checked="" type="checkbox"/>	Thursday	08:00	▼	to	17:00	▼
<input checked="" type="checkbox"/>	Friday	08:00	▼	to	17:00	▼
<input type="checkbox"/>	Saturday	00:00	▼	to	24:00	▼
<input type="checkbox"/>	Sunday	00:00	▼	to	24:00	▼

Time zone: (GMT-5:00) America/New_Yo ▼

SaveCancel

8. Click **Save**.
9. Click **Save** once more on the screen **Edit Single Number Reach for Dual Mode Phone**.