



Get Started

My-Phone is a self-service portal giving you the knowledge and access to tailor your phone to your needs.

Log into the My-Phone Portal by entering this address:

<https://myphone.flinders.edu.au/ucmuser/>

Note: if prompted about site security, please click **Continue to this website**.

When prompted for a username and password, enter your University FAN and password.

Navigation

The My-Phone Portal is divided into three areas of self service. These are represented as tabs across of the top of the portal page.

Click on the tab to access each area identified below.

1. Phones

Update phone settings such as speed dials, call forwarding and personal address book.

2. IM & Availability

Make changes to the settings associated with your availability.

3. General Settings

Reset your phone PIN.

Phones

My Phones

All phones or collaboration tools linked to your desk phone number will display in the **My Phones** section.

To add an additional phone, please contact the ITS Service Desk.

Phone Settings

Click on **Phone Settings** to access features.

Speed Dial numbers

All phones or collaboration tools linked to your desk phone number will display in the **My Phones** section.

1. Click on Speed Dial Numbers
2. Click on **Add New Speed Dial**
3. Type in the phone number you wish to add to your speed dial
4. Enter a relevant name for the speed dial (a person or organisation)
5. Choose where to assign the speed dial on your phone - This needs to be a number from 1 to 4
6. Click **OK**
7. Click **Save**
8. Saved Speed Dial will appear on the left hand side of the telephone touch screen
9. To edit a speed dial – click the edit tool
10. To delete a speed dial – click the delete tool
11. Click the Speed Dial Numbers link again to close.

Dial	Label	Number	Edit	Delete
1	Reception	18316		

Note: To dial the new speed dial on your telephone, click the button next to the speed dial number displayed.

Services and Ring Settings

This functionality has been disabled. For special requests, please contact ITS Service Desk.

Voicemail Notification Settings

To change the way you are notified when a voicemail is waiting:

1. Click Voicemail Notification Setting to view functionality
2. To turn on or off any of the features click the check box corresponding to the setting you want to change.

Turn on message waiting light	Display screen prompt	Play stutter tone when on a call
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On	On	Off

3. Click the Voicemail Notification Settings link again to close

Call History

By default, Missed Calls will be logged. To turn this feature off:

1. Click Call History to view functionality
2. To turn on or off the Log Missed Calls feature click the check box
3. Click the Call History link again to close.

Phone Contacts

You are able to add contacts to your personal directory. To add a contact:

1. Click Phone Contacts link to view functionality
2. Click **Create New Contact**
3. Enter **Display Name** –this field is mandatory
4. Enter other details and click **Save**.
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Work Number
 - e. Home Number
 - f. Mobile Number

Note: If adding an external number, add a 0 (zero) to the number e.g. 00495 666 111

Phones continued...

Call Forwarding

You can set your telephone to forward it calls automatically in the following three ways:

Forward all calls to

Selecting this option will forward all calls to Voicemail or a chosen number. Your desk phone will not ring.

1. Click the **Forward all calls to** checkbox
2. Select the destination to forward calls to
3. Click **Save**.

Note: If forwarding to an external number, add a 0 (zero) to the number e.g. 00495 666 111.

Advanced calling rules

Select this option to forward calls to Voicemail or a chosen number is the desk phone is busy or not answered.

1. Ensure **Forward All Calls** checkbox is unchecked
2. Click the **Advanced Calling** link
3. Choose what action should be taken by clicking in the associated check box
4. Select the destination to forward calls to
5. Click **save**.

Note: During the desk phone upgrade, calls from internal phones will be viewed as an external incoming call until they are upgraded to the new desk phone.

IM & Availability

The IM & Availability settings will determine what callers see and how you are notified of incoming calls.

Do Not Disturb

The **Do Not Disturb** setting will make the following changes to the way you are notified of an incoming call:

Phone Ring: The Phone will only beep once

Incoming call light: Will flash multiple times

Call monitoring: If anyone has been set up to monitor your phone for calls, they will see **Do Not Disturb** associated to your number from their desk phone.

To turn this feature on or off:

1. Click on the **Do Not Disturb** link
2. Click the **Turn On** check box
3. Click **Save**
4. **Do Not Disturb** will flash briefly on your desk phone screen.

Status Policy

The **Status Policy** setting is not available.

General Settings

Language

English is the only language available.

Client/Portal Password

To change this, please contact ITS Service Desk.

Phone Services PIN

The Phone Services PIN allows you to access your **Personal Directory** from your desk phone.

Note: You will not be able to access your personal directory without this PIN and will need to set this up.

1. Click on **Phone Services PIN** link
2. Enter a numerical PIN between 1 and 128 characters long in the **New Phone PIN** text box
3. Re-enter this PIN in the **Confirm this PIN** text box
4. Click **Save**.