

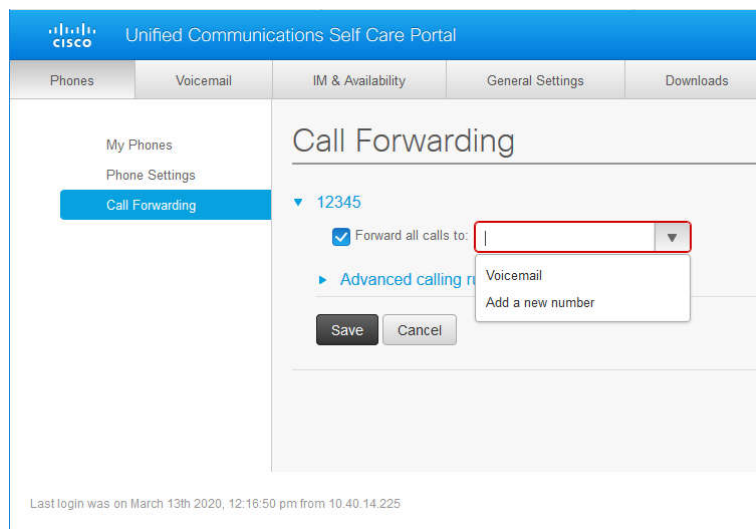
ASRC Unified Communications Self Care Portal

This document will describe the process of using the ASRC UC Self Care Portal to remotely place a desk phone in Call Forward mode.

To forward from your desk phone simply:

1. Press the CFwdALL or Forward All button depending on model
2. Enter the 10-digit destination number, confirmation should be displayed on screen

1. Once connected to ASRC Corporate network navigate to the following address: <https://acanc-cucmp1/ucmuser/main>
 - In Chrome: Select **Advanced** > **Proceed to acanc-cucmp1 (unsafe)**
 - In Firefox: Select **Advanced** > **Accept the Risk and Continue**
2. Sign in using network credentials
3. From the main page select **Call Forwarding**
 - a. Check the box next to the line you want forwarded
 - b. Use the drop down menu to select **Add a new number**



- c. Enter the phone number you want calls forwarded to and select **Save**
4. Place a test call to your desk number to make sure calls are forwarded to the desired destination