

myTelephone.humber.ca

Quick Reference Guide

Logging In

NOTE: myTelephone.humber.ca is only available to extensions assigned to a person with a profile. Static, or general phones, do not have access to myTelephone.humber.ca

1. Open a web browser* and enter **myTelephone.humber.ca**

* **Chrome** is the recommended browser.

2. Press **Enter**.
3. Enter your Humber **username**.
4. Enter your **password**.
5. Click **Sign In**.

NOTE: Although the self-care portal gives you the ability to change your password, we encourage you **NOT** to use this feature as it could affect access to other services.

Change Phone Services PIN

The Phone PIN is used for Extension Mobility, Self-Provisioning and other IP phone services. This is not the same as your Voicemail PIN.

1. Click the **General Settings** tab.
2. Under **Phone Services PIN**:
 - a. Enter the new Phone PIN.
 - b. Enter the new Phone PIN again.
Note: The Phone PIN must be a minimum of 6 digits.
3. Click **Save**.

Main Menu

Phones

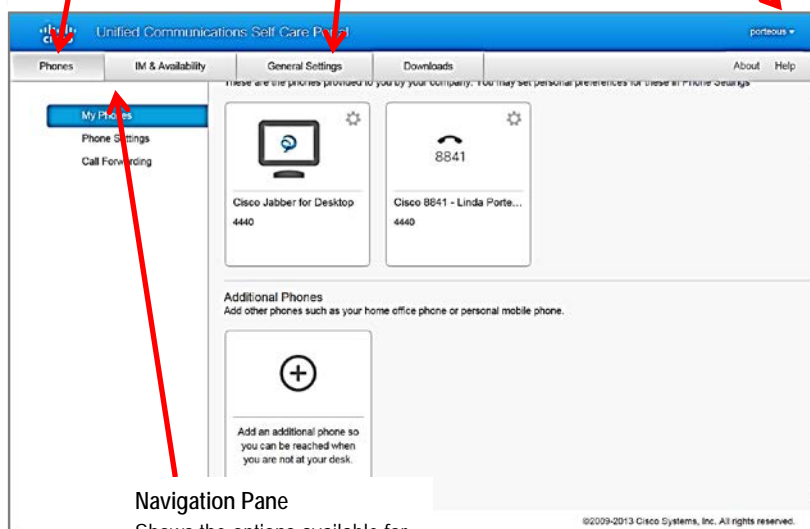
Used to change mobile phone setting or set call forwarding.

General Settings

Used to change your phone PIN.

Logout

Used to log out of the system.



Navigation Pane

Shows the options available for the highlighted tab.

Call Forwarding

IMPORTANT: Your profile must be configured in the telephony system **first** in order to use this feature. Contact the IT Support Centre for more details.

1. Click the **Phones** tab.
2. In the left navigation panel, click **Call Forwarding**.
3. Check the box **Forward all calls to** checkbox.
4. To forward calls to your voicemail:
 - select **Voicemail** from the drop-down menuTo forward calls to another number:
 - select **Add a new number** from the drop-down menu
 - enter the area code and 7 digit number without spaces
5. Click **Save**.


IMPORTANT: Your profile must be configured in the telephony system first in order to use these features. Contact the IT Support Centre for more details.

Using Single Number Reach

Enabling/Disabling Single Number Reach

1. Click **My Phones** in the Navigation panel.
2. Click the **Settings** icon for the additional phone.
3. Click **Edit**.
4. Check the **Enable Single Number Reach** checkbox to have the desk phone and this additional phone ring at the same time. By default, this will occur all the time. Uncheck the **Enable Single Number Reach** checkbox to disable the Single Number Reach feature.

Setting Specific Times for Single Number Reach

1. Click the **Create a schedule for this assignment**  icon.
2. Select the **Ring only during specific times** radio button.
3. Check the **day of the week** checkboxes that are applicable.
4. Select the **start and stop times** from the drop-down menus.
5. Click **Save**.

Using Mobile Connect

This feature is only available if the additional phone is a mobile phone.

1. Click **My Phones** in the Navigation panel.
2. Click the **Settings** icon for the additional phone.
3. Click **Edit**.
4. Check the **Enable Move To Mobile** checkbox to transfer calls from the desk phone to this mobile number.
5. Click **Save**.

Now, perform the following steps on your desk phone when you receive a call:

- Press the **ellipsis** (...) softkey to view more options.
- Press the **Mobility** softkey.
- Press the **Select** softkey for Send call to Mobile Phone.
- Answer the in-progress call on your mobile phone and hang up the desk phone.

Notes