## **Changing Office Phone to Cell Phone**

- 1. Open and login to OpenScape. You should find an icon for the OpenScape app on your desktop.
- 2. If this is your first time logging in, you need to program a device (e.g., your cell phone number). If not, skip to step 8.
- 3. To add your cell phone number to the application, click the **menu** option located in the upper right corner of the Openscape window.



4. Click General.



5. Click **Devices**. Click the **New** button to add a new device.



 Within the New Device window, enter "cell phone" and your phone number (+1xxxxxxxx). Be sure to include a "+1" at the beginning. Change the ring time to 18 seconds if desired. Click OK

-	1				
Phone:  +	16179: 10	2			
(	ring time:	18 sec	Must add +1	l before	
C	Standard redirection timeout		phone nu	phone number	
C	No redirec	ction timeout			

7. .Click **OK** to save your settings.

Common	Presence A	ddresses Team		_		
ppearance	Journal Forward	ding Devices Named device	lists DesktopIntegration			
List of preferred devices						
Preferred devi	ices:			+		
Office ph	one	+19547137834	Standard redirection timeout	1		
cell phone	e	+16179132519	ring time: 18 sec	1 >		
				New		
				now		

8. In the upper right corner of the screen, click the drop down arrow next to the phone icon. Select **Cell Phone** 



9. Your office phone should now be set to ring to your cell phone. Exit Openscape.

- 1. Open and login to OpenScape.
- 2. In the upper right corner of the screen, click the drop down arrow next to the phone icon.
- 3. Select Office Phone.



4. Your office phone should now be set to ring to your office phone. Exit Openscape.