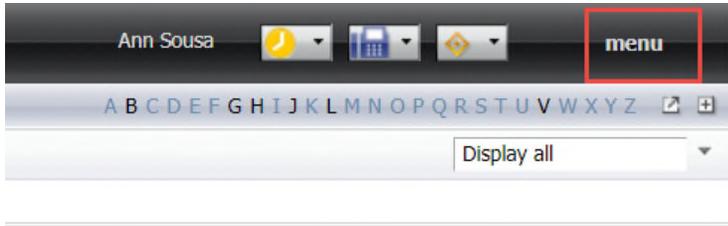
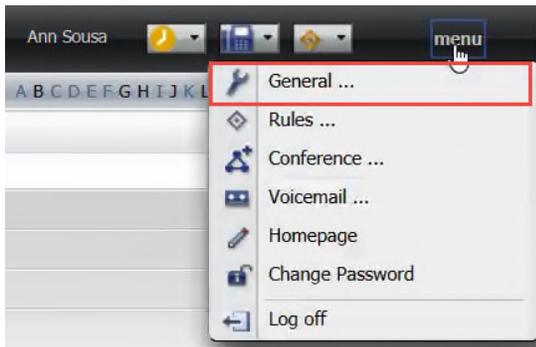


Changing Office Phone to Cell Phone

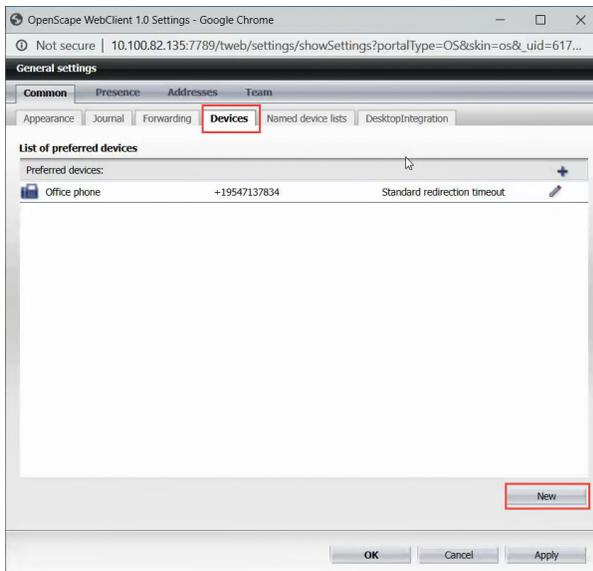
1. Open and login to OpenScape. You should find an icon for the OpenScape app on your desktop.
2. If this is your first time logging in, you need to program a device (e.g., your cell phone number). If not, skip to step 8.
3. To add your cell phone number to the application, click the **menu** option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



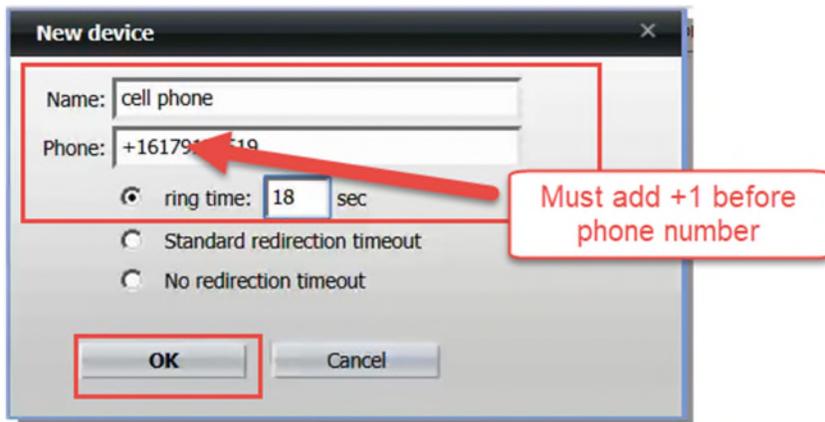
4. Click **General**.



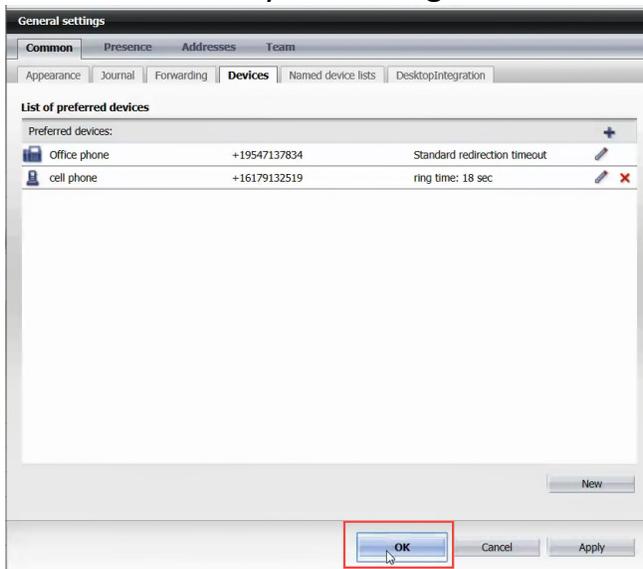
5. Click **Devices**. Click the **New** button to add a new device.



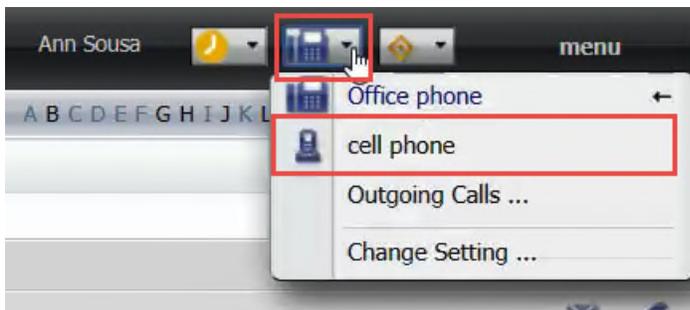
6. Within the New Device window, enter “cell phone” and your phone number (+1xxxxxxxxx). Be sure to include a “+1” at the beginning. Change the ring time to 18 seconds if desired. Click **OK**



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



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

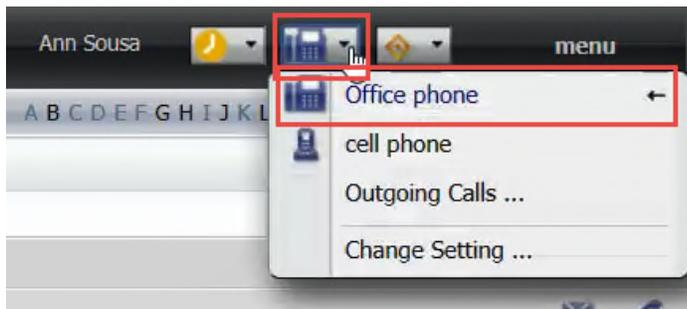


9. Your office phone should now be set to ring to your cell phone. Exit Openscape.

To Change Back to Office Phone

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.