

IT guide how to use Avaya 'Myphone'

Click on this url

<https://10.200.64.105:8443/MyPhone/MyPhone>

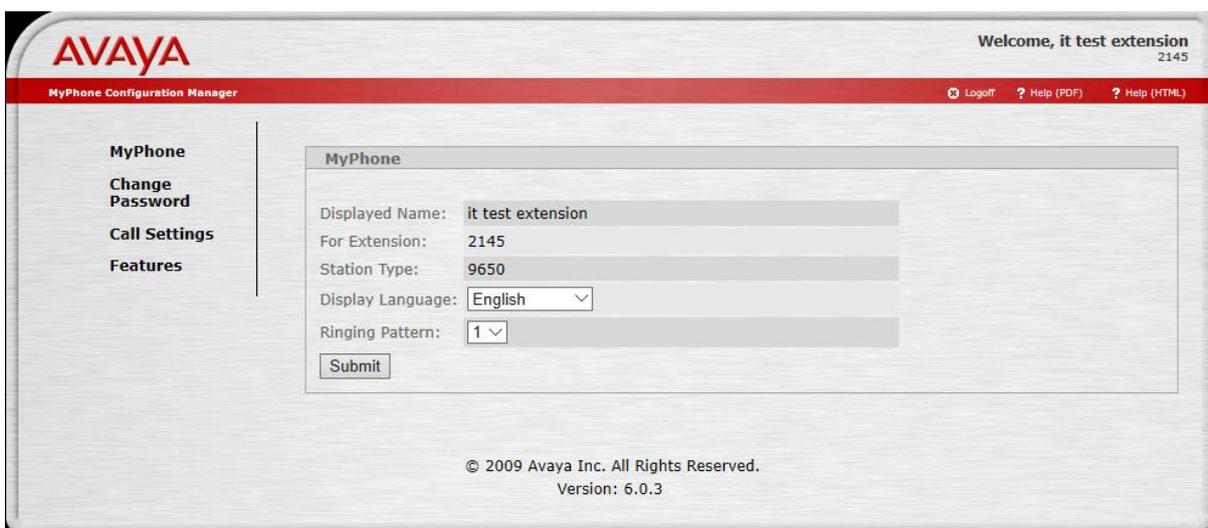
If you see web page error, continue select 'details' and then 'go on to the webpage'

Login screen should look like this

Enter your extension and default password, should be 2580



Next screen, select 'Call Settings' from column on the left



Enter the number you want to send your calls to in the 'Forwarded Destination' box, (remember 9 first for outside line) tick both 'Active' box's and then 'Submit'

To undo the divert, simply uncheck active box's and 'Submit' again

PLEASE NOTE: The 'Send calls' command on your desk phone will override this and keep sending calls to voice mail or other path, so make sure 'Send calls' is off.

AVAYA
MyPhone Configuration Manager Logoff Help (PDF) Help (HTML)

MyPhone
Change Password
Call Settings
Features

Call Settings

Extension To Cellular
Extension to Cellular allows calls to your office phone to be extended to any other wired or wireless phone. With Extension to phone.
To enable Extension to Cellular enter the dialling parameters of your second phone below and click Update Settings. The Dial your desk phone. If Add button is checked this will be done automatically, or it can be done manually from the Features menu ring when a call comes in, when its disabled only your desk phone will ring.

Call me on
Dial Prefix (Optional) Country Code (Optional) Phone Number

 Add Button

Enhanced Call Forward
Enhanced Call Forward lets you forward unanswered calls based on a set of rules defined below. Calls can be forwarded to different destinations when a call arrives.
To activate Enhanced Call Forward, enter numbers in the fields below, select which rules you want to be active and click Update Settings.

	Forwarded Destination	Active
Always forward my calls	Internal Calls To 9xxxxxxxxxx	<input checked="" type="checkbox"/>
	External Calls To 9xxxxxxxxxx	<input checked="" type="checkbox"/>
When I'm already on the phone	Internal Calls To <input type="text"/>	<input type="checkbox"/>
	External Calls To <input type="text"/>	<input type="checkbox"/>
If I don't answer	Internal Calls To <input type="text"/>	<input type="checkbox"/>
	External Calls To <input type="text"/>	<input type="checkbox"/>

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Once complete select 'Logoff' from tool bar.