Using "Single Number Reach" on Cisco Phones

Follow these steps to set up "Single Number Reach". This will allow calls to go to BOTH your University-provided Cisco desk phone and your mobile or home number.

**IMPORTANT NOTE:** Prior to using this feature for the first time, please contact IT Customer Care at 718-817-3999 or HelpIT@fordham.edu and request the configuration of "Single Number Reach" on your Cisco desk phone. Provide ITCC with your mobile phone number and office phone extension.

1. If you are not connected to a Fordham network (i.e. at home, at a cafe), open a web browser and navigate to mydesktop.fordham.edu
2. Log in with your Fordham AccessIT ID, password and Multi-Factor Authentication
3. Once authenticated, at the bottom of the window, click Apps
4. On the left of the window, click the plus sign, then FordhamApps, then under Browsers, click Google Chrome

5. Navigate to myphone.fordham.edu in the Google Chrome address bar
6. Log in with your Fordham AccessIT ID and password

7. Your home view will default to the Phones tab. With the "My Phones" selected in the left menu, scroll down in the main window to the "Additional Phones" area
8. Click on the gear icon and select "edit". In the Single Number Reach pop-up window, you can enable or disable Single Number Reach by clicking the checkbox
4. If you would like to schedule when Single Number Reach is enabled, click on “Create a schedule for this assignment”
NOTE: The default for Single Number Reach is “Ring all the time”. Click “Ring only during specific times” to set an alternate schedule when Single Number Reach is active.