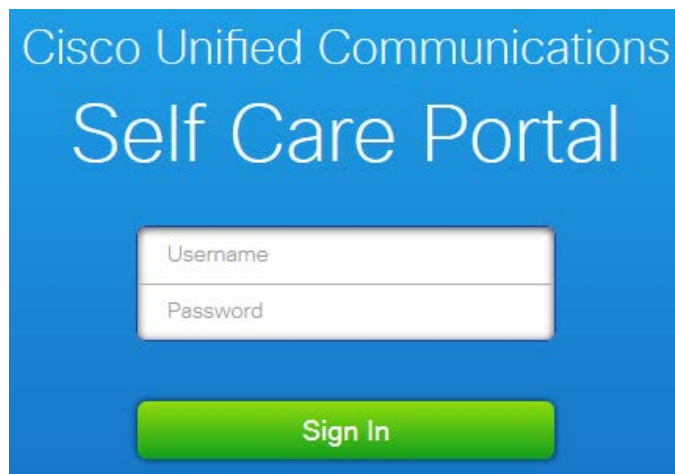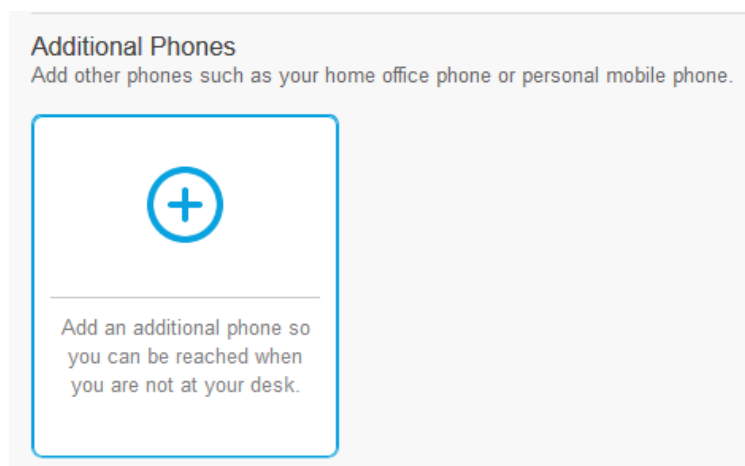# Single Number Reach and Move to Mobile

Single number reach allows you to send calls to and from your NGTS phone to your mobile device. The following steps outline how to setup additional phone number(s) for single number reach.

1.) Send a request to incidentsngts@cbts.net to enable single number reach. Include your name, VoIP telephone number and the additional phone number(s) you would like to add for single number reach.

2.) Open Internet Explorer or Firefox and go to https://myphone1.ngtsohio.com/ucmuser

   a.) This will bring you to a log in prompt.

   b.) Log in using your 11 digit phone number & pin.

3.) Once logged in look for the Additional Phones link

   a.) Click the plus symbol and fill out the form (see below).

b.) Phone Number or URL: Put in the 11 digit number you would like to forward your desk phone to. In the description put in a unique identifier e.g. "My Cell"

c.) Make sure to check mark both boxes and hit save.

d.) Single number reach is now enabled.

4.) Advanced call routing allows you to set how long your desk phone rings before ringing your mobile phone.

5.) To schedule when calls are sent to your mobile create a schedule for this assignment.

a.) Click "Create a schedule for this assignment" and this will walk you through setting up the time when your mobile number can be reached.

How to Use "Move to Mobile" on Your VoIP Phone

Move to Mobile allows you to move a call to your cell phone from your VoIP phone seamlessly, and then back if desired. Once the "Move to Mobile" box is checked as noted in the instructions above, this feature will show up on your VoIP phone.

1.) When you are on a call on your VoIP phone:

   a.) Select More

   b.) Select Mobility

   c.) Select Send Call to Mobile Phone, and your cell phone will ring.

   d.) Once you answer your cell phone, the call is continued without interruption.

2.) If you then want to return the call to your VoIP phone:

   a.) Hang up your cell phone

   b.) The line light will flash on your VoIP phone, push the button next to the flashing light and the call is continued without interruption on your VoIP phone.