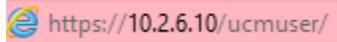


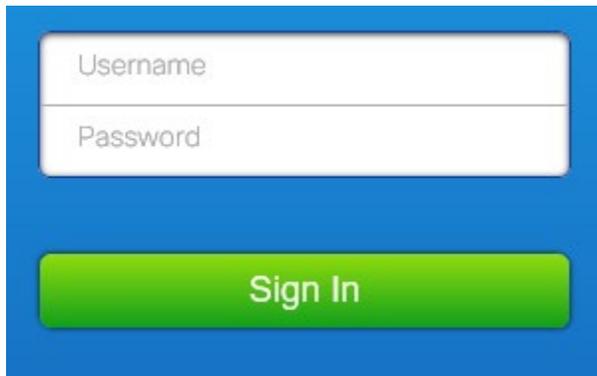
Forwarding Your Phone to Another Number

These steps only work on campus.

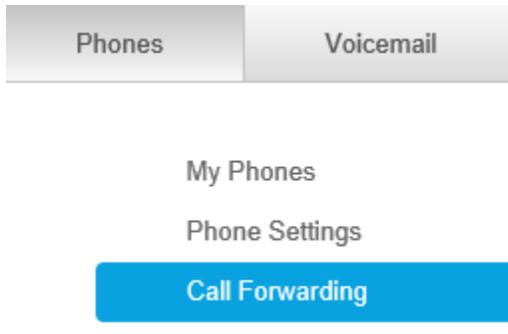
In the Address Bar of your web browser type <https://10.2.6.10/ucmuser/>



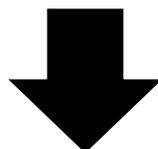
Enter your BCC username and password then click Sign In

A screenshot of a login form. The form has a blue background. It contains two input fields: "Username" and "Password". Below the fields is a green button with the text "Sign In" in white.

On the left side of the screen click on Call Forwarding



It may display more than one extension. Click on the extension you want to forward (4599 in this example)



▼ 4599

Forward all calls to: Voicemail ▼

▶ Advanced calling rules

Save Cancel

▶ 3004

Put a checkmark next to Forward all calls to:

▼ 4599

Forward all calls to: Voicemail ▼

Click the drop down that says Voicemail and pick Add a new number

▼ 4599

Forward all calls to: ▼

▶ Advanced calling rules

Voicemail
Add a new number

Enter the phone number to forward to just like you were dialing it on your phone. NO SPACES.

▼ 4599

Forward all calls to: 91413XXXXXXX| ▼

▶ Advanced calling rules

Save Cancel

You can also forward all calls from your campus phone as seen in:

<https://www.youtube.com/watch?v=ZfPHufiRmWs>