Forwarding your Phone

The Cisco VoIP desk phone can be forwarded to ring all calls at a home or mobile phone. This should be configured from campus. Forwarding is available for the first line only.

1. To forward to a phone line, press CFwdALL.
2. Press 9, 1, and then the area code and phone number.
3. Hear confirmation tone and see flashing arrow in top right corner of phone and “Forwarded to XXXXX” in bottom left corner.
4. To cancel call forwarding, press CFwdALL.

Checking Voicemail Remotely

If you currently check voicemail directly from your phone, you may use the following steps to check messages remotely:

1. Call 773-702-6986
2. Press * when the voicemail system answers
3. Enter the last 5 digits of your phone extension, followed by #
4. Enter your PIN, followed by #