Forwarding your Cisco Phone

This feature allows you to forward your calls to a different phone if you will not be at your desk. Be sure to enter the number that you want to call exactly. For example, dial an access code such as “9” or the area code if necessary.

To forward phone to another phone:

1. Press More soft-key
2. Press CfwdAll soft-key
3. Enter appropriate extension, external number
A call forward icon will appear in the upper right corner of your screen

To cancel call forward:

1. Press More
2. Press CfwdAll soft-key
3. A tone will be played; this indicates that your incoming calls are no longer being forwarded

Accessing Voicemail Outside the Office

1. Call Cisco Unity Connection from your phone. Number to contact is 785-296-2100.
2. When Cisco Unity Connection answers press the star or asterisk (*) on your phone.
3. If you are prompted for a Connection ID, put in your desk phone extension and press #.
4. Enter your PIN when prompted for a password and press #.