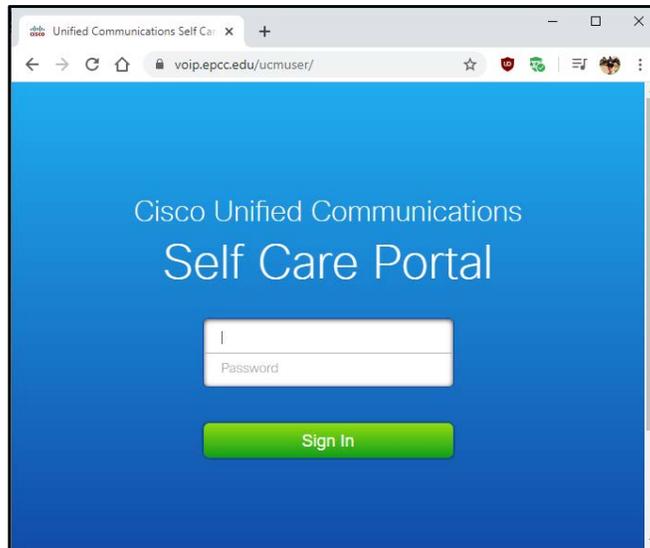




VoIP Settings Portal Call Forwarding Guide

- 1) While connected to the EPCC VPN, launch an internet browser and navigate to <https://voip.epcc.edu/ucmuser/> and sign in using your EPCC username and password:

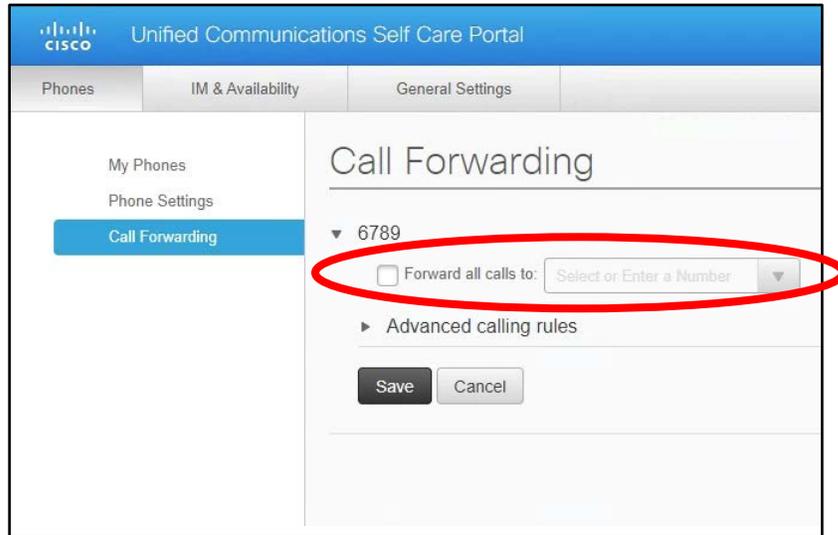


(Note: please exclude @epcc.edu from your username)

- 2) You will be presented with a list of phones assigned to you, click on “Call Forwarding” to continue:

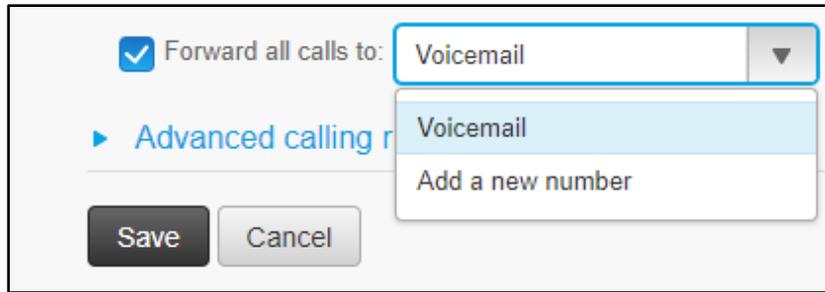


3) Click on the check box for “Forward all calls to:”

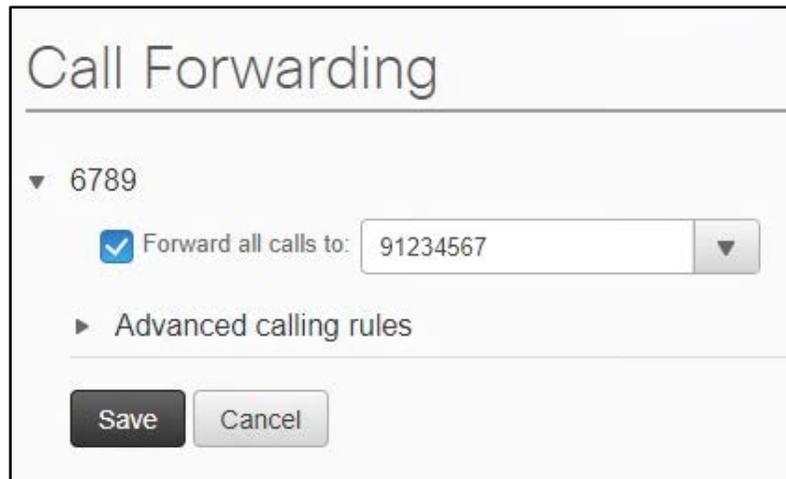


4) Select whether you wish to forward to “Voicemail” or “Add a new number”.

a. If forwarding to **Voicemail**, click “Save” to complete your changes.



b. If forwarding to an **external/personal number**, input the desired number, starting with the number nine (9):



Note: This works similarly as dialing an external number from a campus phone by pressing “9” to get an external line, then the number you wish to call.

5) Click on “Save” to complete the forwarding process.

Special note for long distance numbers:

Call forwarding is only available to 915 and 575 area code numbers currently.

For area code 575, please input your number as: 9[area code][number]. ex: 95751234567