

Phone and Voicemail +

<https://its.uchicago.edu/workingremote/>

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. Dial the number to which you want to forward your calls.
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**.

IT Services provides a [Single Number Reach](#) service that can route calls sent to your office phone to up to three alternate phone numbers.

You also can have your voicemail messages sent to your email using [SpeechView](#). Messages are sent as audio files with a short transcription of the message. Email itservices@uchicago.edu to request SpeechView.

If you need additional guidance or support, please contact the [Service Desk](#).