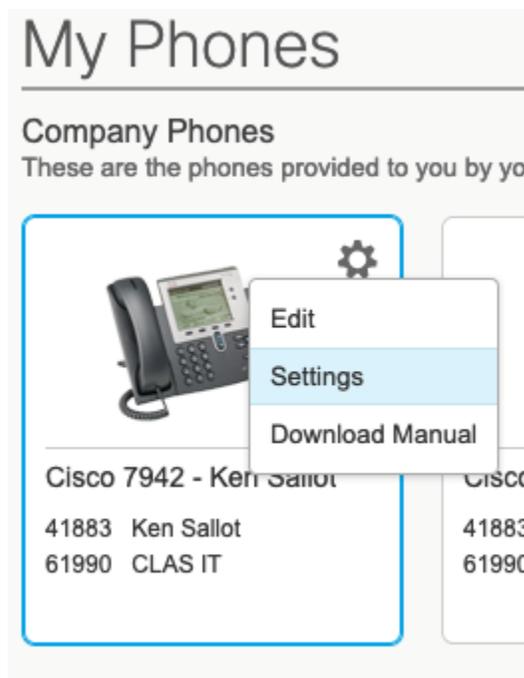
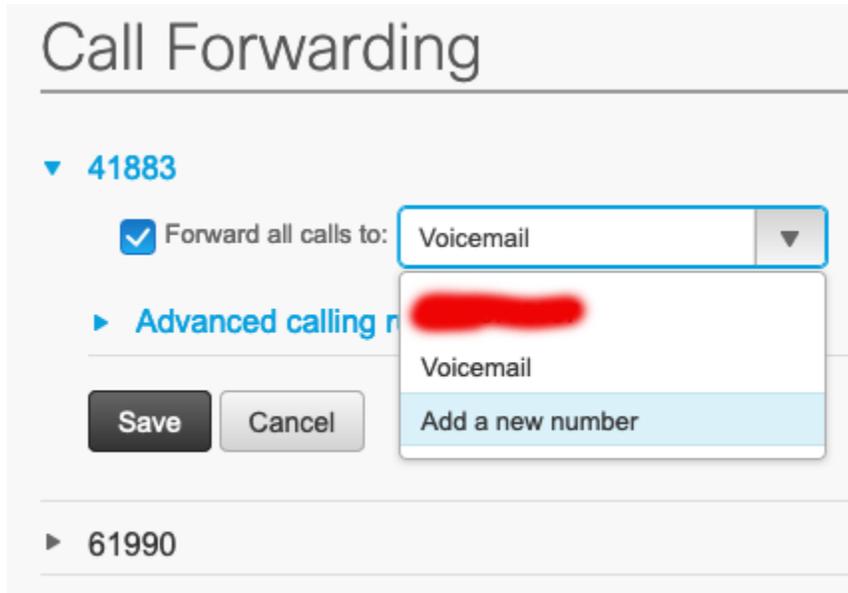


Individuals can enable call forwarding from their desk phone to anywhere without visiting their office. In order to do this, follow these steps:

1. Make sure you are connected on the VPN, <https://it.ufl.edu/ict/documentation/network-infrastructure/vpn/>
2. Go to the VOIP Call Manager Portal, <https://iphone.voip.ufl.edu/ccmuser/>
3. Enter your Gatorlink userid/password.
4. You will be given a screen that has “My Phones” on it. Select your phone and choose settings:



5. Select the “Call Forwarding” option from the menu on the left side of the screen.
6. Check the box that says “Forward all calls to:” and select the option “Add new number”.



7. Enter the phone number you want to forward your phone to in the format "9XXXYYZZZZ" where XXX is your area code and YYZZZZ is the phone number. For example, if the number you wish to forward your phone to is 352-392-4357, you would enter 93523924357.
8. Select "Save" and your phone should now be forwarded to that number.