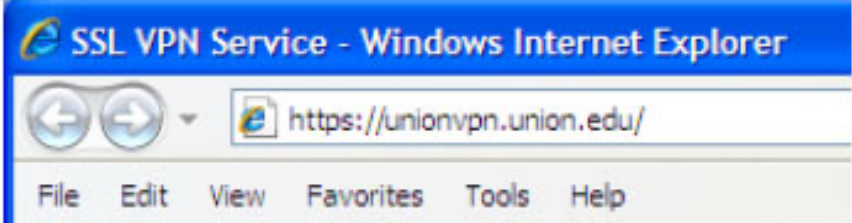

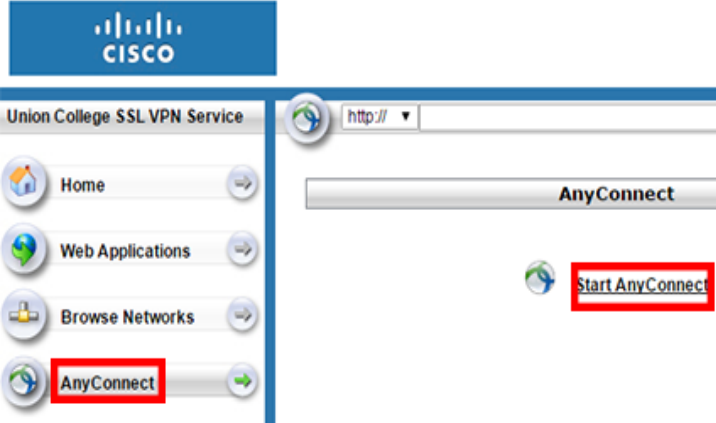
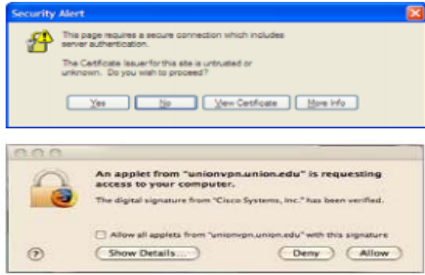
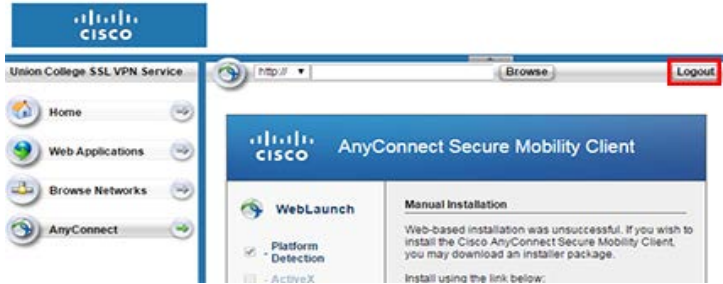
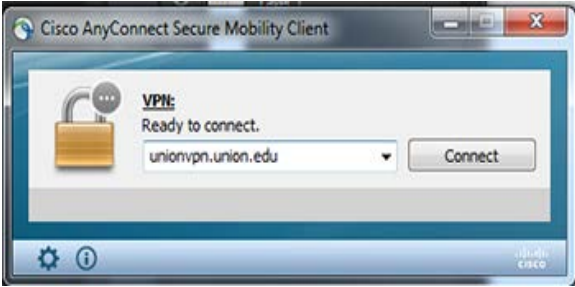
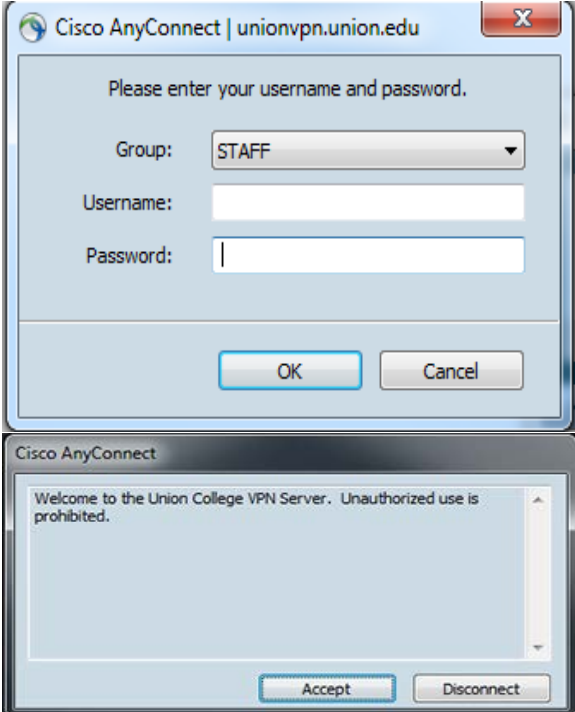
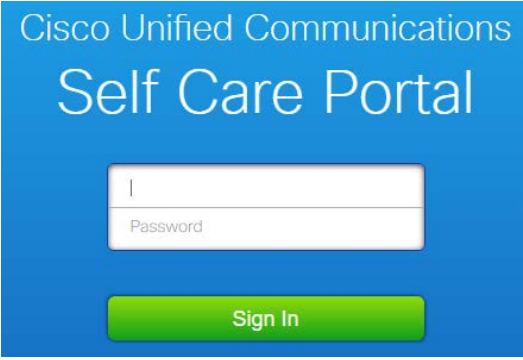
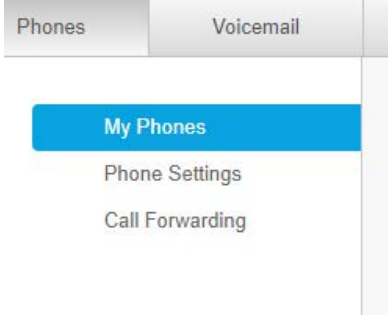
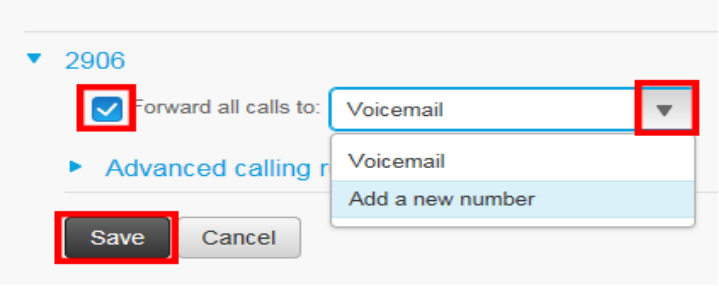
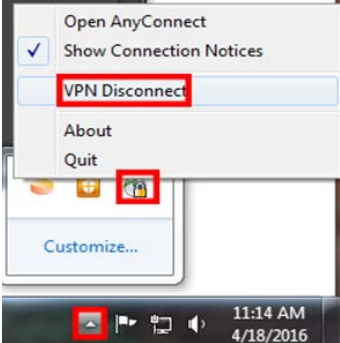


How to Call Forward/Un-Forward a Phone Line Online

<p>1. To access from off-campus, connect to Union's VPN using Cisco AnyConnect (Skip to step 6 if you have Cisco AnyConnect installed on your computer), or for first time VPN users, open your web browser and navigate to the web page:</p> <p>https://unionvpn.union.edu</p>	
<p>2. You will be prompted for login information. Set the Group to FACULTY or STAFF, depending upon your "status" at Union College. Enter your Union College username (without the @union.edu) and your password. Click Login. You will see a dialog box welcoming you to the Union College VPN Server. Click Continue.</p>	
<p>3. You can start the installation of the AnyConnect client by clicking on the AnyConnect button on the left-hand side of the window, or by clicking on the Start AnyConnect link in the center of the page.</p>	

<p>4. You may receive a security warning at the start of the installation (see to the right for examples of Windows and Macintosh warnings). Click Yes or Allow in order to continue the installation.</p>	
<p>5. After completing the steps to install Cisco AnyConnect, in your browser window, click Logout.</p>	
<p>6. Open Cisco AnyConnect, enter unionvpn.union.edu and click Connect.</p>	
<p>7. When prompted, select the appropriate Group, FACULTY or STAFF and enter your Union username and password. Click OK to continue.</p> <p>You will see a dialog box welcoming you to the Union College VPN Server. Click Accept.</p>	

<p>8. Open a web browser (Use Internet Explorer or Chrome) and navigate to https://cucm-pub.union.edu/ucmuser/</p> <p>Your username is your complete Union email address and the password is your Union College password.</p> <p>Do not use the Safari Web browser.</p>	 <p>The screenshot shows the Cisco Unified Communications Self Care Portal login page. It has a blue header with the text 'Cisco Unified Communications Self Care Portal'. Below the header is a white login form with a text input field for the username and a password input field labeled 'Password'. A green 'Sign In' button is located below the password field.</p>
<p>9. Once logged in, on left menu, click Call Forwarding.</p> <p>If you do not see any extensions listed, contact Telecom at x6411 or telecom@union.edu</p>	 <p>The screenshot shows the navigation menu of the Cisco Self Care Portal. At the top, there are two tabs: 'Phones' and 'Voicemail'. Below the tabs is a blue button labeled 'My Phones'. Underneath 'My Phones' are two links: 'Phone Settings' and 'Call Forwarding'.</p>
<p>10. Click appropriate extension you would like to forward.</p> <p>Ex. 2906</p> <p>Click the checkbox next to Forward all calls to:</p> <p>Then click the dropdown box to the right and select Voicemail or Add a new number(if forwarding to any other number but Voicemail)</p> <p>Keep in mind if this is an outside line you will need a 3 first, and a 1 if long distance.</p> <p>Click Save to update call-forwarding settings.</p> <p>To take off call forwarding on a line, deselect the check box for Forward all calls to: and click Save.</p>	 <p>The screenshot shows the call forwarding settings for extension 2906. It features a checkbox labeled 'Forward all calls to:' which is checked. To the right of the checkbox is a dropdown menu currently showing 'Voicemail'. Below the dropdown is a 'Save' button and a 'Cancel' button. A 'Voicemail' dropdown menu is also shown below the main settings, with 'Add a new number' as an option.</p>
<p>11. After completing any changes, remember to disconnect from the VPN.</p> <p>In windows, on the status bar in the lower right-hand corner of your screen, left-click the small triangle, and then right-click the Cisco AnyConnect icon. Click the VPN Disconnect to complete.</p>	 <p>The screenshot shows the Windows system tray in the bottom right corner. A small triangle icon is highlighted with a red box. A context menu is open over this icon, showing several options: 'Open AnyConnect', 'Show Connection Notices', 'VPN Disconnect' (highlighted with a red box), 'About', and 'Quit'. Below the context menu is a 'Customize...' button. The system tray also shows the time and date as 11:14 AM on 4/18/2016.</p>