**VoIP Remote Call Forwarding**

* Dial the access number for Call Forward Remote Access.
	+ Contact Comm Tech Voice Services staff for setup.
	+ Contact Comm Tech Voice Services staff for the correct access number (options provided here).
		- 919-445-2828 (5-2828 internally)
		- 919-445-6565 (5-6565 internally)
		- 919-843-5656 (3-5656 internally)
		- 919-445-9494 (5-9494 internally)
		- 919-843-5566 (3-5566 internally)
		- 919-962-6263 (2-6263 internally)
		- 919-445-0000 (5-0000 internally)

If you are calling from a phone that does not have this feature enabled, the system will ask for your mailbox ID followed by the pound key **#.**

**Your mailbox ID is your 5-digit extension number.**

* The system will ask for your passcode followed by the pound key **#.**

**The default passcode is your 5-digit extension**.

If you need to access another extension, Press **\***.

* Press **4** to access the **Call Forwarding Options Menu**

Press **1** to Activate Call Forwarding

Press **2** to Deactivate Call Forwarding

Press **3** to Change the Call Forwarding Destination

Press **4** to Check the Status of your Call Forwarding

**Tips**

* You should change your passcode often
* Calls cannot be forwarded to International Numbers
* Press **#** to repeat any menu
* Press **\*** to go back
* From the Main Menu, press **9** to exit the system