How to Forward Your Campus Phone - For Spokane Phone System Users

How to Forward Your Campus Phone

Note: Forwarded calls that are not answered by your personal phone will go to that phone's voicemail.

You may choose not to forward your campus phone and instead request "voicemail-to-email". This will send a .WAV file of each voicemail to your WSU Inbox. Simply send a request to spok.it.help@wsu.edu to have this feature added to your line.

1. Connect to WSU Spokane's VPN using GlobalProtect if not already on the Spokane Campus network.
2. Go to https://10.251.224.10/ucmuser/
   a. You will be warned that the site is not private; proceed to the site anyway (see the end of these steps for example browser privacy warnings)
   b. Enter your WSU NID credentials

3. Click *Call Forwarding*
   a. Click the checkbox to *Forward call calls to:*
   b. Enter your phone number prefixed with 9 (e.g. 9-509-555-5555)
   c. Click *Save*

**Note: If you are forwarding to a non-local number, your department or college will be charged long-distance fees.

Browser Privacy Warnings
Google Chrome

1. Click *Show Advanced*
2. Click *Proceed to…*

Your connection is not private

Attackers might be trying to steal your information from **10.251.224.10** (for example, passwords, messages, or credit cards). Learn more

NET::ERR_CERT_AUTHORITY_INVALID

Hide advanced   Back to safety

This server could not prove that it is **10.251.224.10**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

Proceed to 10.251.224.10 (unsafe)

Mozilla Firefox

1. Click *Advanced*
2. Click *Accept the Risk and Continue*

Warning: Potential Security Risk Ahead

Firefox detected a potential security threat and did not continue to 10.251.224.10. If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details.

Learn more...

Go Back (Recommended)   Advanced...

Websites prove their identity via certificates. Firefox does not trust this site because it uses a certificate that is not valid for 10.251.224.10.

Error code: MOZILLA_PKIX_ERROR_SELF_SIGNED_CERT

View Certificate

Go Back (Recommended)   Accept the Risk and Continue