

## CALL MANAGER USER PAGE - QUICK GUIDE

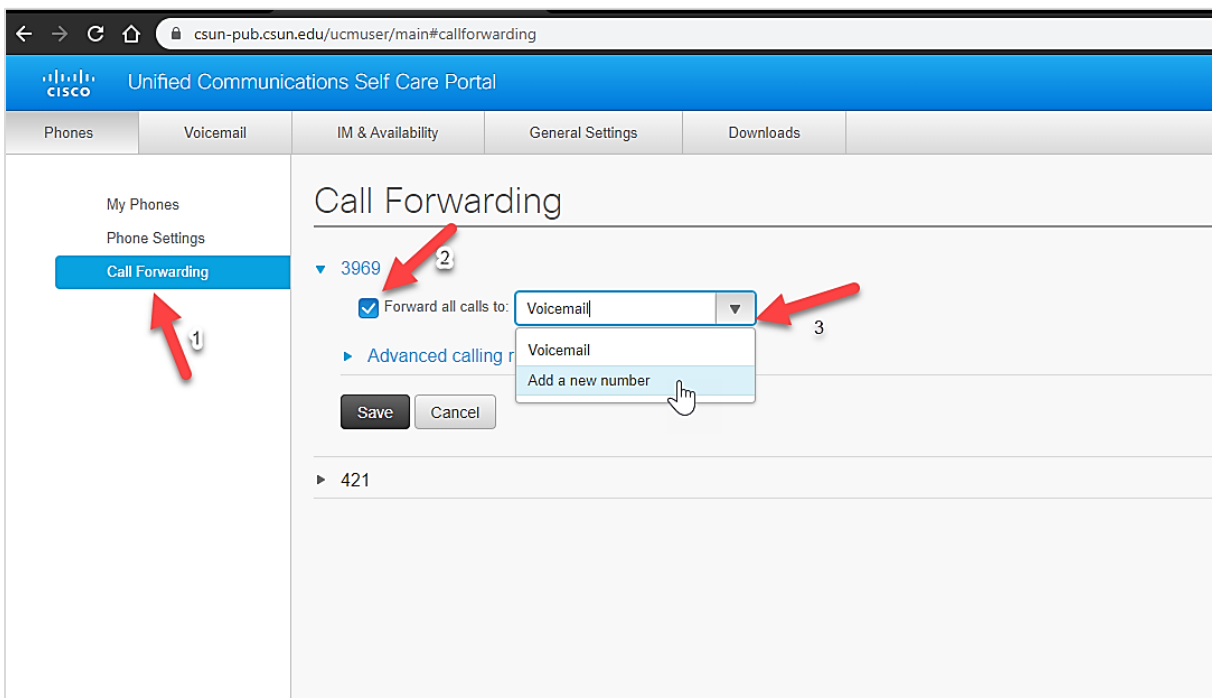
### NAVIGATION

Some users have been granted access to the Call Manager User page. From this page, users can manage features such as call forwarding while off campus. If you do not have access, contact the [IT Help Center](#) for assistance.

1. Open a browser. Firefox and Chrome work best.
2. Go to: <https://www.csun.edu/phone-user-page>
3. Enter your CSUN user ID and password.
4. Select **Sign In**.

### TO ADD CALL FORWARDING

1. After logging into the Call Manager, select **Call Forwarding**.
2. Select the arrow for the line you want to forward.
3. Select the box in front of **Forward all calls to:**
4. Select the down arrow for the selection box.
5. Choose **Voicemail** or **Add a new number**.
  - a. For **Voicemail**, select **Save**.
  - b. For **Add a new number**:
    - i. Enter the number you want to forward calls to. You must use this format (9+1+area code+number), and then select **Save**.



## TO REMOVE CALL FORWARDING

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1. Log into the Call Manager at: <https://www.csun.edu/phone-user-page>
2. Find the Call Forwarding section, select the checkmark to remove call forwarding.
3. Select **Save**.

## LOGGING OUT OF THE CALL MANAGER

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1. To log out, navigate to the upper, right-hand corner where your name displays.
2. Select your name by clicking on it.
3. Select **Sign Out**.

## NEED HELP?

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Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).