

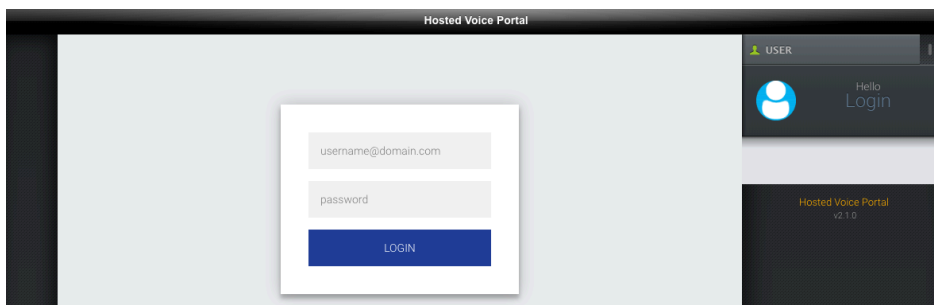
Forwarding Voicemail to Email (Polycom)

Summary

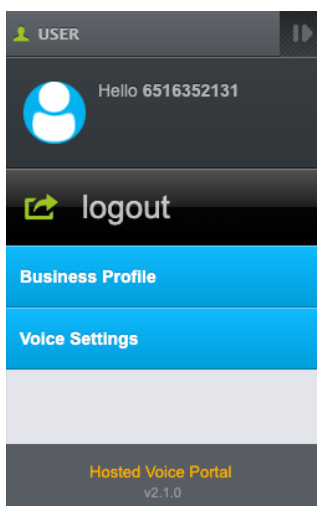
Polycom phones can be forwarded so that messages are also received as .wav files in an email.

Forwarding Process

1. Open a web browser (chrome, firefox, etc.) and navigate to portal.bwsip.com.
2. Login with your web portal username (i.e. 6516352376) and password (contact the ITS Help Desk if you do not have a password). If it is the first time you are accessing the page, please call the ITS Help Desk and we will provide a password.



3. Click Voice Settings in the right column.



4. Click "Voice Messaging". Then click the gear icon for Edit Voice Messaging.

User: 6516352131 > Voice Messaging

User Profile

Anonymous Call Rejection

Automatic Callback

Barge-in Escort

Boost/Works Anywhere

Busy Lamp Field

Call Forwarding Always

Call Forwarding Busy

Call Forwarding No Answer

Call Forwarding Not Reachable

Call Forwarding Selective

CLD Delivery Blocking

Calling Name Delivery

Calling Name Retrieval

Calling Number Delivery

Call Recording

Directed Call Pickup

Do Not Disturb

Outlook Integration

Priority Alert

Push to Talk

Remote Office

Simultaneous Ring

Voice Messaging

Voice Messaging Manage your voice messaging and portal settings.

Voice Messaging

In Active

Processing Type

Delivery Email

Message Indicator Enabled

Send Notification Email

Carbon Copy Voice Message

Carbon Copy Email To

Transfer On 'W'

Always Redirect to Voice Mail

Busy to Voice Mail

No Answer to Voice Mail

Out of Primary Zone to Voice Mail

Portal Passcode

Login Enabled

Expiration Days

Voice Portal

5. Enable "Send Carbon Copy Voice Message" and then input your email in the address field.

Carbon Copy Message Send Carbon Copy Voice Message

Carbon Copy Email

6. Click "Save".