

Forwarding Campus Phones

Quick Reference Guide

Forwarding to A Number

1. Click the button under the **Fwd All** (Forward All) label



2. Type the number you wish to forward the calls to
Note: Dial 91 then the area code followed by the number for outside lines
Example: 914805551234
3. You will hear a beep indicating that the calls are forwarded
Note: If the phone has multiple lines attached to it be sure to select the correct line to begin forwarding calls

Turning Off Call Forwarding

1. Click the button under the **Fwd Off** (Forward All) label
2. You will hear a beep and see a message that indicates that forwarding is now turned off

Questions or Concerns

For any questions or concerns please submit a [HelpDesk](#) ticket or call the HelpDesk at (480) 423-6274 and select option 3