

Forwarding your telephone

Michael Wagner - 2025-05-29 - Comments (0) - Telephone

Each campus phone is enabled with the capability to **forward** calls to another **extension** or telephone number by use of the dial code "*2".

To **forward** all incoming calls to another **extension** or telephone number:

- Pick up the **handset** and dial *2, you will hear a succession of beeps
- Dial the **extension** or telephone number to which you would like to **forward** your calls.

Note

to **forward** to an on-campus **extension** simply enter the *5-digit extension (e.g. *2 26900)*

to **forward** to an off-campus **extension** you will need to enter "**9**" plus the *10-digit telephone number (e.g. *2 95415526900)*

- To **turn off** call **forwarding** dial #22, again you will hear a succession of beeps, then simply hang up.

Note

This feature does not work with long distance telephone numbers