

## Forwarding your telephone

Michael Wagner - 2020-03-13 - 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:

1. Pick up the handset and dial **\*2**, you will hear a succession of beeps
2. Dial the extension or telephone number to which you would like to forward your calls.
  - 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**)
3. 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**