

D Term E Series Phone
(May or may not have Caller ID Display Screen)

*****YOU MUST BE AT YOUR DESK PHONE TO TRANSFER*****



To Set Call forward All Calls To On Campus Phone Extension

1. Lift handset or press speaker button.
2. Press CFW ALL button or dial *2.
3. Dial the extension number.
4. CFW ALL LED lights up (if equipped on phone)
5. Hang up receiver or press speaker button to end.

To Set Call Forward All Calls To Off Campus Phone Number
(Will only work for “LOCAL” phone numbers)

1. Lift handset or press speaker button.
2. Press CFW ALL button or dial *2.
3. Dial 9 and then the ten (10) digit phone number.
4. CFW ALL LED lights up (if equipped on phone)
5. Hang up receiver or press speaker button to end.

To Cancel Call Forward

1. Lift handset or press Speaker Button.
2. Press CFW ALL button or dial *2.
3. Hang up receiver or press speaker button to end. CFW ALL light will go out indicating Call Forward is turned off.