

Instructions to initiate Call Forward All Calls on Campus Desk Phones

Cortelco Desk Phone

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



FWD/ALL – This forwards all calls immediately (the phone does not ring) to a designated number. In most cases this would be voice mail. You could use this anytime you need not want the caller to have to wait for a number of rings before forwarding.

To Set Call Forward All Calls To On Campus Phone Extensions

1. Lift handset
2. Dial *2
3. Dial destination extension number
4. Hang up hand receiver.

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

1. Lift handset
2. Dial *2
3. Dial 9 and then the ten (10) digit phone number
4. Hang up hand receiver.

To Cancel Call Forward All Calls

1. Lift Handset.
2. Dial *2.
3. Hang up hand receiver.