

# **Call Forwarding**

Activate Call Forwarding to temporarily forward your calls to another extension on campus.

To activate:

**LISTEN** for dial tone  
**PRESS** **CALL FORWARD** or **\*72**  
**ENTER** campus extension to which  
you want calls forwarded  
**LISTEN** for confirmation tone – hang up

**NOTE: You may hear a ring-ping tone from your telephone as each call is forwarded.**

To cancel:

**LISTEN** for dial tone  
**PRESS** **CALL FORWARD** or **#72**

**NOTE: Your calls will now ring at your own telephone.**