

## REMOTE CALL FORWARD

To forward your campus phone to an external number you must be at the desk phone you are forwarding and follow the instructions below.

NOTE: This is a pass through forward that bypasses the voice mail system if the forwarded number is busy.

This means your voice mail system of the forward to phone will be the one the caller gets if the line is busy.

### **For a multi-button digital phone follow these instructions:**

To activate:

- Leave the handset on the hook
- Press the Forward button
- Enter 9-1-area code and number to call
- Press the Forward button
- The display will show CFWD in the left corner

To deactivate:

- With the handset on the hook press the Forward button.

### **For an analog single-line phone follow these instructions:**

From the BSC campus phone.

Call Forward:

To activate:

- Lift handset
- Dial \*9 (or forward button if it is present)
- Hear regular dial tone
- Dial number where calls are to be forwarded (include 9 prefix to dial out when necessary)
- Hang up

To deactivate:

- Lift handset
- Dial #9 (or press the forward button if present)
- Hear no dial tone- silence
- Hang up