

## Phone Forward Guide

**Important Note:** Phone forwarding is only available on office phones. Residence phones are not configured to support call forwarding with this method.

1. Dial #68 + number (exactly as if you were dialing to make a call)
  - a. Local: #68 + 8 + 555-5555
  - b. Long-Distance: #68 + 8 + 1 + 555-5555
  - c. On Campus: #68 + 5555
2. If done correctly the phone should buzz a few times and then return to a normal dial tone. If done on a newer IP phone there will also be a phone handset icon with an arrow next to it somewhere on the screen indicating that forwarding is enabled.
3. To cancel call forwarding dial ##60