

Forward Your Phone Extension

Set up the forward

1. Without picking up the handset, press the **Fwd** button on your phone.
2. Enter the number to forward calls to and press **Accept**.
 - a. On-campus: use only the four digit extension of the desired destination.
 - b. Off-campus: use 8 plus the 10-digit phone number (including area code).
3. Calls should now be directed to the alternate destination.

Cancel the forward

Without picking up the handset, press the **Fwd** button on your phone to cancel the forwarding.



Still need help?

For additional assistance, contact the [IT Help Desk](#).

Related articles

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