

Analog Telephone Forwarding

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To forward all calls from an analog phone to a home, or mobile phone please follow these steps:

Administrative calls may be forwarded to local numbers (864 area code) **Call Forwarding: Activate:** Lift handset

Dial 114

Dial the extension number to which your calls are to be forwarded. If it's an off-campus number (non 656) you will need to add "9" before the number

Hang up **Verify: Dial your own number**

When party answers, inform them you are forwarding your calls to their number.

Cancel Call Forwarding: Lift handset

Dial 115

Hang up

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