Forwarding Calls from your Phone

If you are near your phone, you can forward your phone calls using controls on the phone. For this procedure, refer to the appropriate Quick Reference Guide for your phone: 7841 or 8841/8851.

1. Press the **Forward All** softkey.

2. Do one of the following:
   - **Enter a phone number** (including 9 if an off-campus number)
     or
   - **Press the Voicemail** button to forward all incoming calls to voice mail

3. To verify that your calls are forwarded, look for:
   - A forward-all icon on the line label
   - Forwarding information on the upper left main screen

4. To cancel call forwarding, press the `Forward Off` softkey.