



Call Forwarding

How to activate call forwarding:

1. From your desk phone listen for dial tone.
2. Dial ***22** then at the stutter tone dial the local—or—long distance phone number you want to forward calls to:
 - a. **Local number?** (Example: dial *22 then at the stutter tone dial 9 + area code + 7-digit number)
 - b. **Long distance number?** (Example: dial *22 then at the stutter tone dial 9 + 1 + area code + 7-digit number)
3. When you hear the stutter tone this means call forwarding is activated.

How to deactivate call forwarding:

1. From your desk phone listen for dial tone.
2. Dial **#22**.
3. When you hear the stutter tone this means call forwarding is deactivated.