

Call Forwarding remotely (when not in your office)

You will need to do this from a third phone that is not involved.

1. Call 8038328886
2. Enter code 8328886
3. Enter *108
4. Enter your 10 digit desk number
5. Enter your 10 digit cell number *** (or 11 digit number)

* You will hear a double stutter tone that the process is completed.

**You can not call your desk phone from the cell phone that it is forwarded to, to test. You are essentially calling yourself and it will fail.

***If you have a different area code from 803, you will need to put a 1 in front of the number.

To Disable Call Forwarding

You will need to do this from a third phone that is not involved.

1. Call 8038328886
2. Enter code 8328886
3. Enter #108
4. Enter your 10 digit desk number

*You will hear a double stutter tone and it is disabled.