
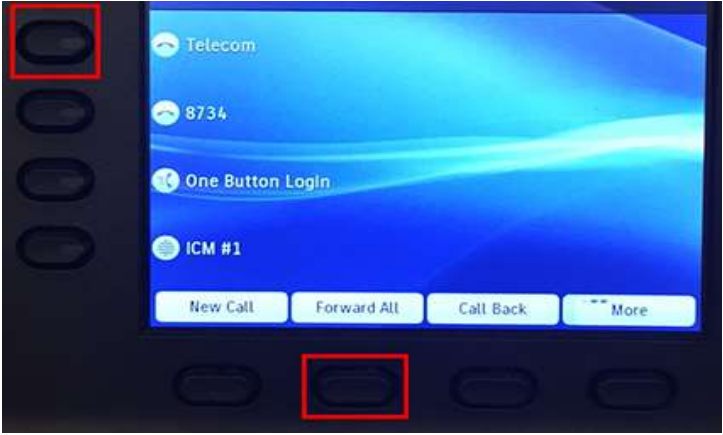



How to Call Forward/Unforward a Phone Line from your Cisco Phone

<p>From your Cisco Phone, without lifting your handset, press the phone line button corresponding to the line you would like to forward. </p> <p>Next, press the button under the "Forward All" on your phone display.</p>	
<p>To forward to voicemail, dial 6688.</p> <p>To forward to an off-campus number, dial 3 and then the 7 digit number.</p> <p>If long distance (outside the 518 area code), dial 3, then 1 followed by the area code and 7 digit number.</p> <p>You will hear a beep and the box will disappear. Your phone line has now been forwarded.</p>	
<p>You will notice a small handset icon, with an arrow angled off, showing your phone line is being forwarded.</p> <p>To remove the forward, select the line and then press the button below the "Forward Off" on your display.</p> <p>You are all set.</p> <p>Any questions, call Telecom at ext. 6411</p>	