

## Call Forwarding Instructions

NOTE: You can also access the Telecommunications website for these instructions at <http://www.csu.edu/itd/networkinfrastructure/telecommunications/manuals.htm>



### Single Line Telephones:

#### CALL FORWARD:

To Activate Lift handset ... dial #1...  
hear regular dial tone ... dial number where calls are to be forwarded ... hang up.

To Cancel Lift handset ... dial #1 ... hear regular dial tone ... hang up.



### Multi-Line Telephones: Model 2616

#### CALL FORWARD

To Activate without lifting handset:

1. Press the FORWARD button (indicator flashes).
2. Dial forwarding number.
3. Press the FORWARD button (indicator stops flashing).

To Cancel:

1. Press the FORWARD button (indicator goes off).

To Reinstate:

1. Press the FORWARD button twice (indicator goes on).



### Multi-Line Telephones: Model 3904

#### CALL FORWARD

To Activate without lifting the handset:

1. Press the Forward Key.
2. Dial the number where you want to forward your calls.
3. Press Done (to Activate Call Forward)

To Cancel:

1. Press the Check Forward (check FWD) Key.
2. Press Cancel Forward Key.

To Reinstate: (using the same number)

1. Press Forward.
2. Press Done Key twice.