



Alamo Colleges District ITS Guide

How To Call Forward To An External Number

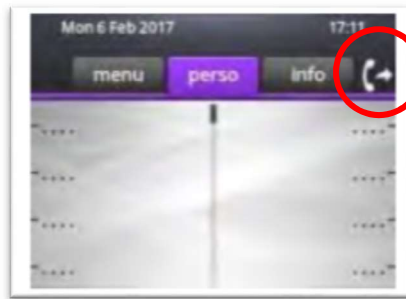
8068s Premium DeskPhone

Activating Call Forward

Forwarding calls to another number (immediate forward)

The number can be your home, mobile, voice mailbox or an internal extension (operator, etc.)

1. Select the forward icon  on your phone (or dial prefix *60)



2. Select Immediate fwd using the softkey
3. Type in the external number you wish to forward to, dialing prefix 9 first
 - i. Example
 - ii. 9-1-210-772-xxxx
4. The system will notify you 'programming is accepted'
5. Your phone is now forwarded

Deactivating Call Forward

1. To deactivate the call forwarding dial prefix *64.



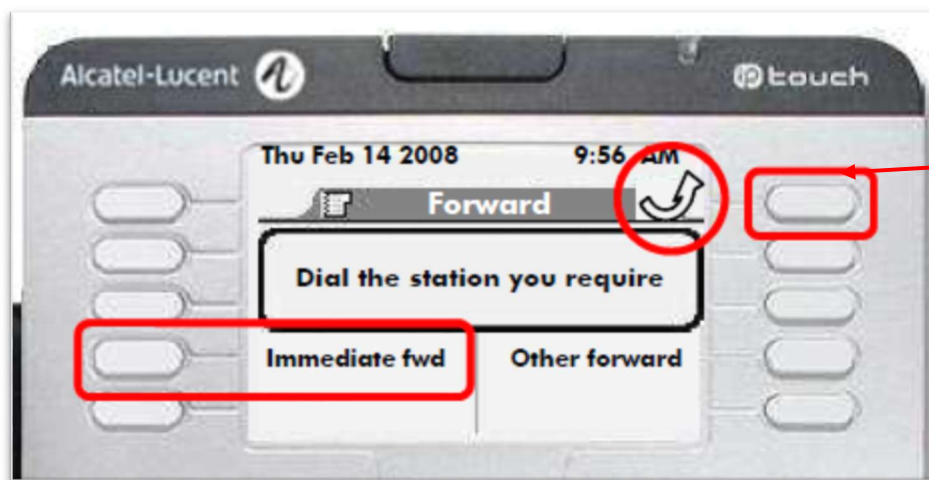
4068/4038/4028 DeskPhones

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