

REMOTE CALL FORWARD

The instructions are as follows:

From the remote location follow the directions below. (Simulate a remote location from on-campus by dialing 9-226-3090.)

ACTIVATE REMOTE CALL FORWARD

1. Dial remote access number, **226-3090** (you will hear several beeps)
2. Dial remote access password, **9854816** (you will hear dial tone)
3. Dial remote call forward activation code, ***6**.
4. Dial station control password, **1021**.
5. Dial associated extension number, **4849**. (you will hear dial tone)
6. Dial number to forward to, 9-**xxx-xxxx** or **xxxx** if to an on campus number.
7. Dial three (3) asterisks (***) to confirm and activate feature, hear confirmation tone, hang up.

DEACTIVATE REMOTE CALL FORWARD

1. Dial remote access number, **226-3090**.
2. Dial remote access password, **9854816**.
3. Dial remote call forward deactivate/cancel code, **#6**.
4. Dial station control password, **1021**.
5. Dial associated extension number, **4849**, hear confirmation tone, hangup.