

FORWARDING FUNCTIONS - SLO:

CALL FORWARD - ALL CALLS: Phone forwards **directly** to a specified extension or VM with **NO RING**

To set Dial *2 and extension or phone number (3111 for voice mail) - don't forget to add 9 first for off-campus numbers – long tone confirms forward set

To cancel Dial #2 – long tone confirms (NOTE: IF YOU DO NOT HEAR THE CONFIRMATION TONE, CANCEL THE SET AND RETRY.)

CALL FORWARD - NO ANSWER: Phone will **ring 4 times** before forwarding to specified extension

To set Dial *3 and extension or phone number (3111 for voice mail) - don't forget to add 9 first for off-campus numbers – long tone confirms forward set

To cancel Dial #3 – long tone confirms

CALL FORWARD – BUSY: Phone automatically forwards to specified extension when your **line is busy**

To set Dial *4 and extension or phone number (3111 for voice mail) - don't forget to add 9 first for off-campus numbers – long tone confirms forward set

Note: Caller will not hear a busy signal

To cancel Dial #4 – long tone confirms

FORWARDING FUNCTIONS - NORTH COUNTY:

CALL FORWARD - ALL CALLS: Phone forwards directly to a specified extension or VM with **NO RING**

To set Dial *60 and extension or phone number (3111 for voice mail) – don't forget to add 9 first for off-campus numbers - long tone confirms

To cancel Dial #60 – long tone confirms (NOTE: IF YOU DO NOT HEAR THE CONFIRMATION TONE, CANCEL THE SET AND RETRY.)

CALL FORWARD - NO ANSWER: Phone will **ring 4 times** before forwarding to specified extension

To set Dial *62 and extension or phone number (3111 for voice mail) – don't forget to add 9 first for off-campus numbers - long tone confirms

To cancel Dial #62 – long tone confirms

CALL FORWARD – BUSY: Phone automatically forwards to specified extension when your **line is busy**

To set Dial *61 and extension or phone number (3111 for voice mail) – don't forget to add 9 first for off-campus numbers - long tone confirms

To cancel Dial #61 – long tone confirms

If you have any questions, please contact the Telecom Office at x2112 or email directoryinfo@cuesta.edu. Thank you.