Oberlin College Telephone Office

To activate Call Forward on your phone, email: 
bridget.maldonado@oberlin.edu and ryan.d.adkins@ftr.com

**Forward Calls**

1) Press the *Forward* button on the phone

2) Dial the *number* you want to forward to
   - For a campus number enter: *5 digit extension*
   - For a local number enter:  *7 + number*
   - For a long distance number enter:  *7 + 1 + area code + phone number*

3) Press *Forward* or *Done*

4) Screen will read *CFWD* (calls forwarded)

**Cancel Call Forward**

1) To cancel forwarding press *Check Fw* or *Forward*

2) Press *Cancel FW* or *Cancel*

3) Screen will flash *Call forward cancelled*