Call Forwarding

To activate call forwarding to an internal phone:

1. Dial *300 from any phone connected to Saint Peter's phone system; Alternative: press call forward button on the phone of forwarding extension if programmed and skip to step 3.
2. Dial extension to be forwarded.
3. Dial extension of phone where calls are to be received. Confirmation tone will be heard.
4. Make test call for further confirmation.

To deactivate call forwarding:

1. Dial #300 from any phone connected to Saint Peter's phone system; Alternative: press call forward button on the phone of forwarding extension if programmed and skip to step 3.
2. Dial forwarded extension. Confirmation tone will be heard.
3. Make test call for further confirmation.

NOTE – Contact the IT Service Desk if forwarding to an off-network phone is required. Department Head or above must provide approval.