

How to forward your Avaya 9608 phone to an external number



On your phone keypad...

- 1) Choose "Features", "Forward...", "Forward Unconditional..."
- 2) Go to "Fwd Unconditional" and select "On"
- 3) Go to "Destination" and choose "Edit".
Put in your external phone number (include a leading "9").
- 4) Select "Save" and "Exit"

To check if forwarding is turned on or off, look at the 2nd line of the phone display where your name is listed. There are a couple of letter codes there...

If it includes a "D" then your phone is forwarded.

If it doesn't include a "D" then forwarding is off.

Here's a short video:

<https://www.youtube.com/watch?v=LZe1Rik014E>

Checking your voicemail from off campus

Just dial 972-721-4000 and follow the voice prompts. It will ask you for your extension and your passcode. You can manage all you voicemail functions from here.