

# Phone System Call Forwarding

## SIP Phone

1. Press #8 <extension or library number to forward to> #

## Analog Phone

1. Press #8 <extension number to forward to> #11
2. To cancel forwarding, press #8 #10

## Voicemail Follow-Me Forwarding

*Not working as of 2020-03. Working with phone consultants to see if this can be enabled.*

The full voicemail user guide is attached at the bottom of the [Using Voicemail](#) article. These instructions are excerpted from that guide.

1. Call the voice messaging system (see [Using Voicemail](#)) and press <3><1><2><2> from the subscriber's menu.
2. The system will ask you to enter a phone number (the call out number) followed by # and will then repeat the number back to you for confirmation.
3. To activate this call out number, press <1>.
4. To enter a new call out number, press <2>.
5. Once the call out number is activated, all calls will cease to ring at your office phone and will automatically be forwarded to your call out number.