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## Overview

This guide explains how to call forward your desk phone

Steps:

### To Call forward:

1. Lift the handset of your phone.
2. When you get a dial tone type in:
  - a. To forward to a local:  
\*64 + Local (Example: \*644600)
  - b. To forward to an external number such as cellphone:  
\*64 + 9 + 10 Digit number (Example: \*6496045047441)
3. Phone will make a few beeps and its done. You can put handset down.

### To Cancel Call forward:

1. Left the handset of your phone.
2. When you get a dial tone type in: #78
3. You are done. You can put handset down.