

Forwarding a Berea College Desk Phone to Another Number

1. Press the “Forward All” or “CfwdAll” button on your phone.



2. Enter 8 + 1 + area code + rest of your phone number.
For example: 81-859-555-5555
3. To cancel call forwarding, press the “Forward Off” button
4. If these steps do not work for you, send an email to network_support@bereda.edu or call 859.985.4607.

Employees should include Extension, Forwarding Number, B#, and a good contact number in the request. These will be processed using the Web Help Desk ticketing system.

Additional Notes

- Berea College can not guarantee a phone mask will be in place for your forward. Callers may still be able to see the number your call is being forwarded to.
- Time of Day forwarding is not available, user calls will be forwarded until such time forwarding is turned off.
- Voicemail will no longer be sent through the college voice mail platform. Voicemail will only be available if the number receiving the call has voicemail.
- IS&S Can assist with the forwarding of your extension if you forget to forward before leaving your office.