



Preparing for 10-Digit Dial Mandate

How To: Manage UC Desk Phone Call Forwarding

As part of the 10-Digit Dial Mandate, you may need to verify phone numbers are set to ten digits. UC phones are the standard State of Missouri desk phones.

UC Call Forward

To forward all incoming calls to another 10 digit number.

1. Press the “Forward all” softkey.



2. Enter the 10 digit telephone number (area code, prefix and 4 digits) to which you want to forward all your incoming calls or to forward to voicemail, press the VM key.
3. A flashing right arrow appears next to your telephone number on the LCD screen to indicate that all incoming calls are being forwarded.
4. The number calls are forwarded to appears near the bottom of the display.
5. To Cancel, press the “Fwd Off” softkey