Call Forwarding Instructions

Analog/Digital Customers: To forward your phone, dial *72 9 (to get off campus) and the 10 digit number, unless it is long distance, then add a 1. Ex. *72 9 1 555-555-5555. To cancel forwarding, dial *73

Cloud Voice (Skype for Business) Customers, including UNT Dallas College of Law: You have 2 options

1. From your Skype client (your IM messaging window) in the bottom left corner, click on the phone icon. From here, you can choose whether you want simultaneous ringing enabled (ring both your desk phone and outside phone) or forward only. Choose the option you prefer and enter the desired phone # into the field. You can cancel forwarding in this same drop down menu.
2. If you have a smart phone, go to your app store and search, “Skype for Business”. After downloading, use your credentials that you would use to log in to your PC. While you are logged in to the app, Skype calls will ring to your cell through the app.

Guide to additional Skype Phone Functions

UNT Dallas (NEC): To forward your phone, press speaker *5. Dial 9 and the phone number. Wait 5 seconds for confirmation, then press speaker again. To cancel forwarding, press speaker #5.

How to hide your phone number from caller ID: When dialing out from your cell phone/home phone, if you wish to hide your call back number, dial *67 before the phone number you are dialing. Ex. *67 555–555–5555. You will need to do this before every call.