

# Campus-to-Cell Instructions

The Campus-to-Cell feature sends all calls to the extension / phone number indicated on your Campus-to-Cell Request form.

Apply for the Campus-to-Cell by completing the request form:

<https://servicedesk.louisiana.edu/forwardoffcampus>

You will be notified when your requests for these services are available for your use. Then you may continue with the service activation instructions below.

To use this service

- Lift the handset of your analog or digital phone.
- Dial \*6
- Hang up.
- Note: You may hear a short ring or tone from your desktop telephone as each call is sent to the Campus-to-Cell service.

To return to normal service, end the call-forwarding to the Campus-to-Cell service:

- Lift the handset of your analog or digital phone.
- dial #6.
- Hang up.

After ending the service with #6 or your shortcut button, your calls ring again at your desk phone.

Campus-to-Cell service replaces your option to send your calls directly to voice mail using the DND, Do-Not-Disturb, feature.