

**Western Oregon University**  
**Cellphone Forwarding Instructions**  
[telecom@wou.edu](mailto:telecom@wou.edu)

A cellphone may be associated with certain Western Oregon University extensions to accommodate remote and mobile employees. This feature is available to Telecom customers with digital or IP style deskphones similar to the models below:

Digital station, left  
IP station, right



Contact [telecom@wou.edu](mailto:telecom@wou.edu) with the deskphone extension and cellphone number you want linked. Please provide your long distance code to charge long distance calls to. The cellphone extension feature will occupy one button on either digital or IP style endpoints. The button is used to easily toggle the forwarding function. When calling a WOU extension from your linked cellphone, your caller ID will be your WOU deskphone.

On your cellphone, create these speed dials (*\* required*):

503-751-4411 – Cell Fwd Enable (\*)  
503-751-4412 – Cell Fwd Disable (\*)

503-751-4413 – Send to VM Enable  
503-751-4414 – Send to VM Disable

“Send to VM Enable” and “... Disable” perform the same function as the button on your deskphone labeled ‘Send-All’, ‘Send-Calls’, ‘To VM’, etc. Callers to your WOU extension will be immediately connected to your WOU voicemail when this feature is enabled.

503-751-4410 – Dial as WOU

“Dial as WOU” will connect you to a dialtone that functions the same way as your WOU deskphone. You may then use five-digit-dialing, add 9 to dial out, and append long distance codes to dial long distance relative to WOU.

**Notes:**

- \* An active deskphone is required to use the cellphone forwarding feature
- \* On IP stations, the forwarding feature button is labeled “EC500” by default
- \* Your WOU extension will be updated to connect to campus voicemail after five rings when cellphone forwarding is configured
- \* If your cellphone is off or out of a service area and forwarding is enabled, callers to your WOU extension will connect to your cellphone voicemail
- \* A cellphone allowance form can be submitted, with approval of your supervisor, to pay for a portion of your cellphone cost. See WOU’s HR website → Forms → Employment Forms
- \* If your deskphone has other lines bridged on it (e.g. a department mainline extension with a personal extension, etc.), you may elect to only forward calls placed to the primary extension