

**Agreement to Activate
Call Forward or Call Transfer Off-Campus**

Call Forward Off-Campus is a feature of the university telephone system that allows campus telephones to be forwarded to either an off-campus local or long distance number. Any toll charges from forwarded calls will be billed to the forwarding extension as if they had been dialed from that extension.

Information Technology Services will activate Call Forward Off-Campus on specific telephones if you agree to accept liability for any long distance charges that may occur as a result of having this feature active.

Call Transfer Off-Campus is a feature of the university telephone system that allows campus telephones to transfer calls to off-campus local or long distance numbers.

Information Technology Services will activate Call Transfer Off-Campus on specific telephones if you agree to accept liability for any long distance charges that may occur as a result of having this feature active. **The Call Transfer Off-Campus feature carries with it additional risk of socially engineered toll fraud.**

To selectively activate these features on specific telephones, please list the extension number(s) below and sign this form thereby authorizing the activation of the feature(s) and accepting financial responsibility for any calls forwarded or transferred to the public toll network.

Activate: Call Forward Call Transfer Both Call Forward and Call Transfer

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Coordinator's Signature **Department** **Telephone #** **Date**