

CALL FORWARDING

There are three types of call forwarding:

1. FORWARD – ALL CALLS

This will forward all incoming calls even if your extension is not busy.

1. Lift your handset.
2. Wait for a dial tone.
3. Dial *1.
4. Dial the forwarding number, followed by a hash (#).
5. Replace your handset.

To cancel this call forwarding:

1. Lift your handset.
2. Wait for dial tone.
3. Dial *2.
4. Replace your handset.

2. FORWARD – ON BUSY

This will forward all incoming calls if your extension is busy or in use.

1. Lift your handset.
2. Wait for a dial tone.
3. Dial *3.
4. Dial the forwarding number, followed by a hash (#).
5. Replace your handset.

To cancel this call forwarding:

1. Lift your handset.
2. Wait for dial tone.
3. Dial *4.
4. Replace your handset.

3. FORWARD – ON NO ANSWER

This will forward any incoming calls if the call is not answered within 5 rings.

1. Lift your handset.
2. Wait for dial tone.
3. Dial *5.
4. Dial the forwarding number, followed by a hash (#).
5. Replace your handset.

To cancel this call forwarding:

1. Lift your handset.
2. Wait for dial tone.
3. Dial *6.
4. Replace your handset.