Call Forwarding (Phone Programming)

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9:36 PM

→   Call Forwarding will override Fixed Call Forwarding.
→   A call, when forward to another extension and is busy or does not answer, will then
        follow fixed forwarding of forwarded extension.

To Manually Forward a Phone

1) Press **Call 1** button and *** 2**.
2) Press   **1** for Personal Answering Machine Emulation (Then skip to step 4).
        2 for Busy or No Answer.
        3 for Immediate.
        4 for No Answer.
        5 for Immediate with Simultaneous Ring (not for use with VM).
3) Enter **extension number** to forward to.
4) Press **2** for All Calls.
        3 for Outside Calls only.
        4 for Intercom Calls only.
5) Press **SPK** button when finished.

To Manually Cancel Call Forwarding

6) Press **Call 1** button and *** 2**.
7) Press **0**.
8) Press **SPK** button when finished

Call Forward Follow Me

→   While you are at a co-worker's desk, you can direct your calls to your co-worker's
      extension. Use Call Forward Follow Me if you get detained with your co-worker longer
      than expected. Instead of ringing your own terminal unanswered, your calls will ring you
      where you are. (To reroute calls from your own extension, use Call Forwarding .)

To activate Call Forward Follow Me:

1) CALL1 + * 2.
   OR
   FUNCTION (Call Forward to Station).

2) 3 + Dial your own extension number (i.e., the source).

3) Dial Call Forwarding type: 2 = All calls
                              3 = Outside calls only
                              4 = Intercom calls only

4) SPK to hang up (if you dialed in step 1).
   Your Call Forwarding (Station) Programmable Function Key flashes when Call Forwarding is activated.

To cancel Call Forward Follow Me:

1) CALL1 + * 2.
   OR
   FUNCTION (Call Forward to Station).

2) 0.

3) SPK to hang up (if you dialed * 2 in step 1).
   Your Call Forwarding (Station) Programmable Function Key goes out.