



## **Call Forwarding**

You can forward your incoming calls to another number. Call forwarding is great for the business person who wants to catch after-hours calls at home, or for anyone on the go who does not want to miss an important call.

### **To Forward Calls:**

- Lift the receiver and listen for the dial tone
- Dial \*72
- Again, listen for the dial tone
- Dial the number where you want your call forwarded, followed by the # sign. Speed calling codes may be used if you also have this feature.
- If someone answers at the number, Call Forwarding has been activated.
- If the call is not answered, hang up, and within two minutes repeat the process. Call Forwarding will be activated and you will hear the confirmation beeps.

Once you have activated Call Forwarding, the phone will ring one short time each time a call is forwarded. You can still make out-going calls from this phone without interfering with incoming calls.

### **To Deactivate:**

If you want to deactivate your Call Forwarding, or change the number your calls are being transferred to, just push \*73 and wait for the confirmation beeps. It is now deactivated. You may now repeat the Call Forwarding procedure to change the number.