

Using Call Forward

You may automatically redirect your calls to another extension or an outside number.

When using the **Optiguide menu**,

- When the phone is idle, scroll to and select **“Forward on?”**
- Scroll through the options and select **“All calls,” “External calls,”** or **“Internal calls.”**
- Enter the **extension** you wish to forward to.
- Select **“Save?”**
- Hang up.
- To **cancel** forwarding from the idle phone,
- Scroll to and select **“Forward off?”**

The LED will light on a line that is forwarded.

When using a **programmed key**,

- Listen for dial tone.
- Press the **“Forward”** key.
- Press **1** for all calls, **2** for external or **3** for internal calls.
- Enter the **extension or outside number** you wish to forward to, followed by **#**.
- Hang up.
- To **cancel** forwarding, press the lit **“Forward”** key.
- When using **Feature Access Codes**,
- Listen for dial tone.
- Press *** 1**.
- Press **1** for all calls, **2** for external or
- **3** for internal calls.

- Enter the **extension or outside number** you wish to forward to, followed by #.
- Hang up.
- To **cancel** forwarding, press # **1**.

