Directions on forwarding call using a 6867i phone set

Procedures for Forwarding a Call from your phone.

Any extension on your phone can be forwarded internally or off campus from the phone set. Below are the directons to forward your phone call by pressing the, Call Fwd button on the primary phone screen.

On most phones you will see this "Call Fwd" feature above the more or "…"

Select and activate by pressing the center of the navigation button. You will see a check mark in the ON box noted in Figure (2) in red. Now press the, **"Save"** button on the soft key row. Once you press the save the screen will return to the main screen and you will see the Call Fwd lamp red.

NOTE: If you are forwarding a number other the primary number on this phone <u>select that extension</u> to see the Call Fwd lamp illuminated.

Figure (3)

This red lamp indicates you forward to the desired number successfully see Figure (3). If the number is not the primary number on this phone 0(h)0.8(e)4.9(3t)6t)5.9(h)1%n0 Tc 0 Tw ( )0.25 0 6 12.6 4.9(e)-im0.003 T(b)0.7(o2(T)8h

Procedures to removed Call Forwarding

Press the desired extension that will need to removed Call Forward by pressing the Call Fwd button. The lamp will be illuminated red next to the call forward feature. Similar to Fig (4)

Figure (4)