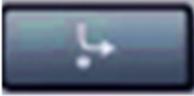


Call Forwarding – How to forward calls to another number



To forward calls to another phone (mobile phone, home phone, etc.):

1. On your phone, press the **CALL FORWARD** button (silver button with right-pointing arrow and dot)
2. Scroll to **Set a forwarding destination**
3. Press the **OK** button
4. Enter the extension number or phone number where you would like to forward your calls; press **OK**.

NOTE: To forward to another phone number, dial 9+area code+phone number; press **OK**.

The indicator light on your phone will remain on (red for staff phones, blue for attorney phones).

To cancel Call Forwarding:

Press the Call Forward button on your phone. The indicator light will turn off and your calls will ring at your extension.

*If you need assistance with this process, please call the **Help Desk** at **extension 6411**.*