

## **Fowarding Your Phone**

1. Press the CFwdALL button on the phone
2. Enter in the extension you want to forward your calls to
3. The display will show that you are forwarded and to what extension
  - To take the Forward off, just press the CFwdALL button again
  - Want all calls to go to voice mail and not disturb you???????
1. Press the CFwdALL button on the phone
2. Press the star (\*) key
3. Enter your extension number
4. The display will show that you are forwarded and to what extension
  - To take the Forward off, just press the CFwdALL button again.