

Using Call Forwarding (Divert)

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



When using the menu:

- When the phone is idle, arrow to and select “Forward on?” or press *1
- Press 1 for all calls, 2 for external or 3 for internal calls.
- Enter the extension or external number you wish to forward to.
- Select “Save?”
- To cancel forwarding from the idle phone, arrow to and select “Forward off?” or press #1

When using a programmed key:

- Press the “Forward” key.
- Press 1 for all calls, 2 for external or 3 for internal calls.
- Enter the extension or external number you wish to forward to.
- Select “Save?”
- To cancel forwarding, press the lit “Forward” key.

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Opening Hours:

Monday - Thursday 09:00 -
17:30

Friday 09:00 - 16:30