CALL FORWARDING OFF-PREMISE

Use **Off-Premise Call Forwarding** to forward your calls to an off-site location. Stay in touch when you are away from the office by forwarding to your cellular phone, home office, hotel or meeting room.

**To activate Call Forwarding Off-Premise:**

Do not pick up receiver.
1. Press “CALL 1” button + *4
2. 6 + 9
3. Dial the outside number to which your calls should be forwarded (include “1” if necessary)
4. Press “HOLD”
5. Press “SPK” to hang up

*Your DND light flashes.*

**To Cancel Forwarding Off-Premise:**

1. Press “CALL 1” button + *4
2. 6 + “HOLD”
3. Press “SPK” to hang up

*Your DND light stops flashing.*

CALL FORWARD FOLLOW ME

While you are at a co-worker’s desk, you can direct your calls to your co-worker’s extension. Use **Call Forward Follow Me** if you get detained with your co-worker longer than expected. Instead of ringing your own phone unanswered, your calls will ring you where you are.

**To Activate Call Forward Follow Me:**

1. Press “CALL 1” button + *2
2. 3 + Dial your own extension number
3. Dial Call Forwarding type:
   2 = All calls
   3 = Outside calls only
4. Press “SPK” to hang up

*Your Call Forwarding (Station) Button flashes when Call Forwarding is activated.*

**To Cancel Call Forward Follow Me:**

1. Press “CALL 1”button + *2
2. Press 0
3. Press “SPK” to hang up.

*Your Call Forwarding (Station) button will stop flashing.*