

# Using call forwarding (divert)

# loop

telecoms made simple

**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