

◆ CALL FORWARDING INSTRUCTIONS ◆

To activate Call Forwarding

- Listen for dial tone.
- Press *72 (dial 1172 and wait for four seconds on rotary phones).
- Listen for second dial tone
- Enter number where you want your calls forwarded
- When someone at that number answers, Call forwarding is activated
- If no one answers or the line is busy, press the receiver button for one second (if using a cordless handset press the end call button for one second) and perform the following steps within two minutes:
 - Listen for dial tone.
 - Press *72 (dial 1172 and wait for four seconds on rotary phones).
 - Listen for second dial tone
 - Enter number where you want your calls forwarded
 - At this point you will not hear anything, there will be “dead air” on the other end. When this has occurred Call forwarding has been activated.

To deactivate Call Forwarding

- Listen for dial tone
- Press *73 (dial 1173 and wait four seconds on rotary phones).
- When you hear two beeps, Call forwarding has been deactivated.

Things to Remember

- You can still place calls from a phone that has been call forwarded
- If you forward calls to a long distance number, long distance charges may apply
- Even though your phone rings once on incoming calls when Call Forwarding is activated, calls can be answered only at the phone to which they have been forwarded.

For questions regarding call forwarding,
visit www.specialtyanswering.com,
or call us at 1-866-688-8912.