

◆ CALL FORWARDING INSTRUCTIONS ◆

Forward an Extension:

The forward function allows you to push your calls to another device or phone number. You will have a choice to enter another extension or external number. This means that your phone will no longer ring and the target device will ring until you turn the call forwarding off.

1. Press HOME button on the phone or MENU.
2. On VVX phones go to option 3 “features”. Select forwarding. Choose appropriate function on when forward. Enter # to forward to.
3. On Panasonic cordless select “IP service”. Select “call features”. Then Forwarding. Choose appropriate function on when to forward. Enter # to forward to.
4. On Yealink select option 2 “call features”. Then forwarding. Then follow same steps as phones above.

UN-forward an Extension:

1. Follow steps from above and choose disable or off

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