



◆ CALL FORWARDING INSTRUCTIONS ◆

Call Forwarding

Not Home? Have all your calls forwarded to another line.

To setup "Call Forwarding":

1. Simply log into your account and select Edit under the FORWARD control panel.
2. Select "*Direct Forward*" as the Forwarding Type.
3. Select "*Instantly Forward To*" and Type the number you would like your calls forwarded to. (ie. Cell phone).
4. Click Save.

Or you can use the Quick "Call Forward" Menu below.

	To Activate	To Deactivate
Call Forward All	*72 + phone number	*73
Call Forward on Busy	*90 + phone number	*91
Call Forward No Answer	*92 + phone number	*93

Advanced Call Forwarding

What is it?

Much like Call Forwarding, ITP's Advanced settings will allow you to forward your ITP line to another number based on time of day. For example, have your home phone ring to your office line when you're at work so you never miss a phone call.

Instructions

To access this feature, login to your account and manage your phone number. Click Edit in the Forwarding field then click on Advanced Schedule to setup.

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