

◆ CALL FORWARDING INSTRUCTIONS ◆

CALL FORWARDING

Forward your calls to a number of your choosing. All calls forwarded to a long distance number will be charged to your bill.

How it works:

- Press *72 on your touch calling phone and wait five seconds for a dial tone.
- Dial the number to which your calls are to be forwarded.
- When someone answers the phone, your calls will be forwarded. If no one answers or the line is busy, simply hang up and immediately repeat the process.
- Three beeps will indicate the feature is in effect.
- Once activated, your phone will ring once before forwarding all calls. Even though you cannot answer calls, you can still make outgoing calls.

To cancel Call Forwarding:

- Press *73 on your phone.
- Three beeps indicate the feature has been canceled.

CALL FORWARDING REMOTE ACCESS

Activate or deactivate Call Forwarding when you are away from your home or business phone.

How it works:

- From any touch calling phone, lift the receiver and listen for the dial tone.
- Dial the special telephone number, _____ to access Remote Call Forwarding service for your area.
- Listen for instructions and then dial the telephone number which has the Remote Call Forwarding capability on it (typically, your home or business phone number).
- Confirmation of number will be requested.
- Enter the Personal Identification Number (PIN) assigned to you, then dial *72.
- Enter the forward-to telephone number.
- A voice recording will confirm the forward-to number.

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To cancel Call Forwarding:

- Steps are basically the same; however, instead of entering *72 for activation, you would enter *73 on your touch calling phone to cancel.
- A voice announcement will tell you that service is deactivated.

SELECTIVE FORWARDING

Create a list of selected telephone numbers that you want to be forwarded to another number. Calls from numbers on your list will be forwarded to the number you choose. Calls from all other numbers will not be forwarded.

How it works:

- From your touch calling phone, always dial *63 before selecting any of the options below. A recording will give you instructions.
- You must first press 3 to turn the service on.
- You will then be asked to enter the number to which you want calls forwarded. Enter the number.
- Press the # key.
- Press 0 to change the forward-to number.
- Press 1 to confirm existing forward-to number.

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