

























## ◆ CALL FORWARDING INSTRUCTIONS ◆

1. To enable call forwarding, log into your Ooma Office Manager and go to **Extensions** under the **Manage** tab.
2. Click the **Settings** button next to the extension whose call forwarding options you wish to change:

101	(610) 822-4826 (650) 419-7370	Alex Test	User 	 
102	(650) 419-7385	jenny fer	User   	 
103	(610) 646-6465	Alex Test	User  	 
104	(613) 210-0036	Fruitarian Tomorrow	User   	 
105	(613) 210-0059	Toto Tata	User     	 

3. Click on the **Call Forward** tab.
4. Check the box to enable call forwarding and enter the number you wish to forward calls to.

### Extension 102

User
Devices
Voicemail
Call forward
Caller-ID
Fax

Call forwarding is enabled. **Devices** associated with this user will not ring.

Enable call forwarding ?

Forwarding number  ?

Caller ID setting Show original caller number ?

Require key press on answer ?

Save



◆ CALL FORWARDING INSTRUCTIONS ◆

5. Choose which number you would like incoming calls to show as their Caller ID. You can either select from **Show Original Caller Number** or **Show Your Company Phone Number**

NOTE: If you have **Require Key Press on Answer** checked, incoming calls will **NOT** be connected until the phone is answered and the number 1 is pressed on the key pad.

For questions regarding call forwarding,  
visit [www.specialtyansweringservice.net](http://www.specialtyansweringservice.net),  
or call us at **1-866-688-8912**