

◆ CALL FORWARDING INSTRUCTIONS ◆

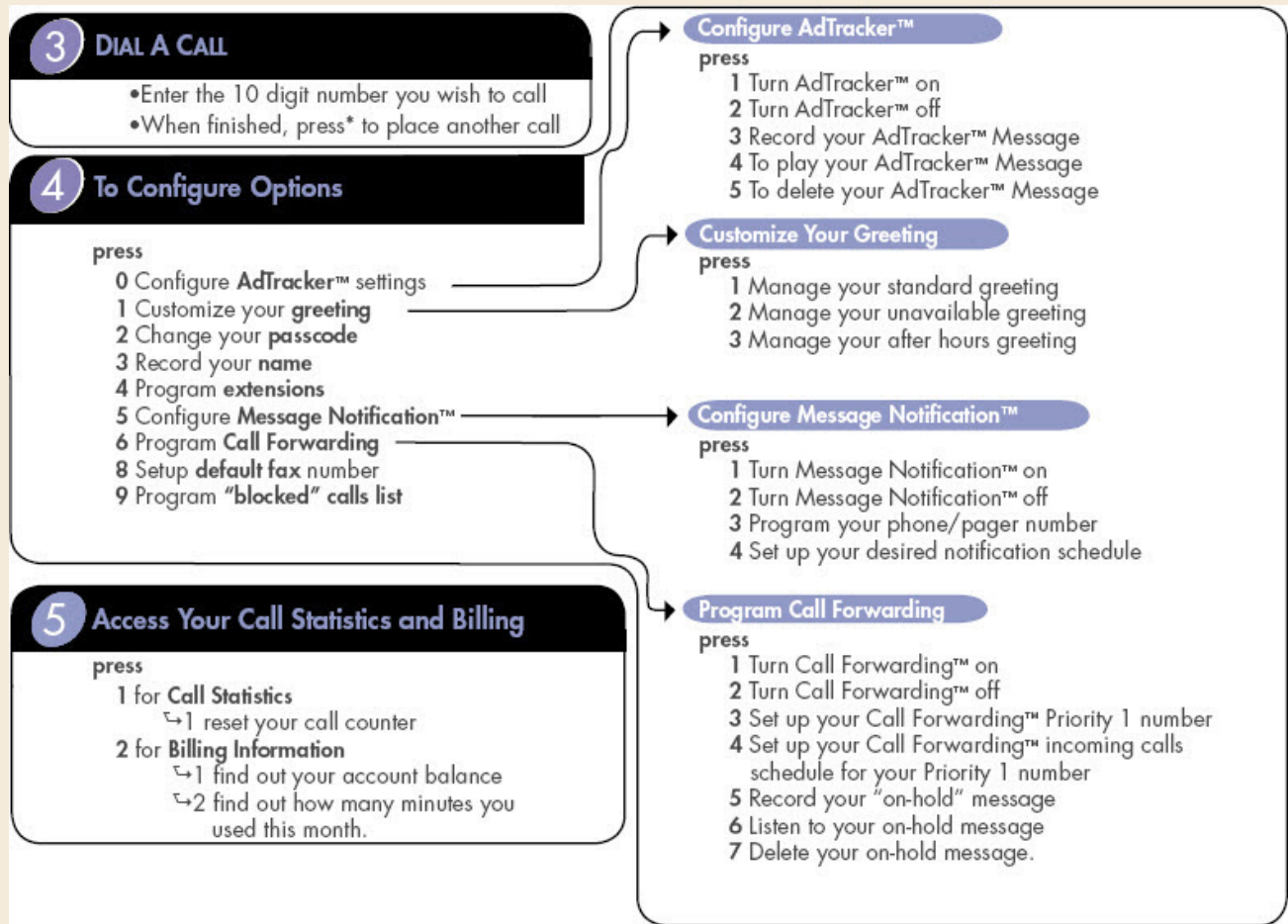
Call Forwarding

With the Call Forwarding feature of your Virtual Office your callers can enter [0] at any time while your greeting is playing to reach you directly. Your Virtual Office will also prompt your caller to Enter [0] at the end of your greeting if they want to speak with you directly. The system will then ask the caller his/her name, and then the system will then call you at the phone number you have programmed and give you the option to speak with the person directly or send him/her to your voicemail. You will also have the ability to record an on hold message that callers will hear while your Virtual Office attempts to connect you with your caller.

To set up Call Forwarding:

- Enter [4] in the Virtual Office Main Menu to modify your configuration.
- Enter [6] in the Configuration Menu to program your call forwarding.
- Enter [1] to turn Call Forwarding on or enter [2] to turn Call Forwarding off.
- Enter [3] to program Priority 1 telephone number.
- Enter [4] to program your Priority 1 number time schedule.
- Enter [5] to program your custom on hold message.
- Enter [6] to play your custom on hold message.

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