

◆ **CALL FORWARDING INSTRUCTIONS** ◆

Call Forwarding

Call Forwarding will direct a call to the number the user dictates. This destination number can be changed each time Call Forwarding is set.

To Activate:

1. Dial *72.
2. Dial the number you want to forward your calls to.
3. When someone at that number answers, Call Forwarding is activated.
4. If no one answers or the line is busy, press the receiver button for one second and repeat the steps listed above within two minutes.
5. When you hear two beeps, Call Forwarding has been activated.

To Deactivate:

1. Dial *73.
2. You'll hear two short tones followed by the dial tone.

Selective Call Forwarding

Selective Call Forwarding makes sure you never miss that important call. With Selective Call Forwarding you can forward calls from a list of up to 12 phone numbers to any phone number you choose. Selective Call Forwarding cannot be used with cell phones, pay phones or virtual numbers.

To Activate or Deactivate:

1. Listen for a dial tone.
2. Dial *63.
3. Listen to the ON/OFF announcement.
4. To turn off the service on press 3.
5. To Add an entry to the forwarding list press #.



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To Activate or Deactivate Cont'd.:

6. To Remove one or more entries from the forwarding list press *.
7. To hear entries on the forwarding list press 1.
8. To repeat instructions dial 0.

Note: Selective Call Forwarding and Call Forwarding can be available on the same line, but only one can be active at a time. The destination of your Selective Call Forwarding may be local or long distance.

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