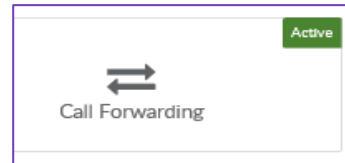


Call forwarding and speed dials – User self-care

Call Forwarding Menu:

- Call Forward All
- Call Forward Busy
- Call Forward No Reply



Select the Call Forwarding Menu

Active Call Forward Settings will be Displayed

To Forward All Calls

Tick: Activate Call Forwarding & forward all calls to:

Select the Drop Down Options

- Voicemail
- Specify Another Number – Add the number in the field (include 9 for external numbers- eg Mobile)

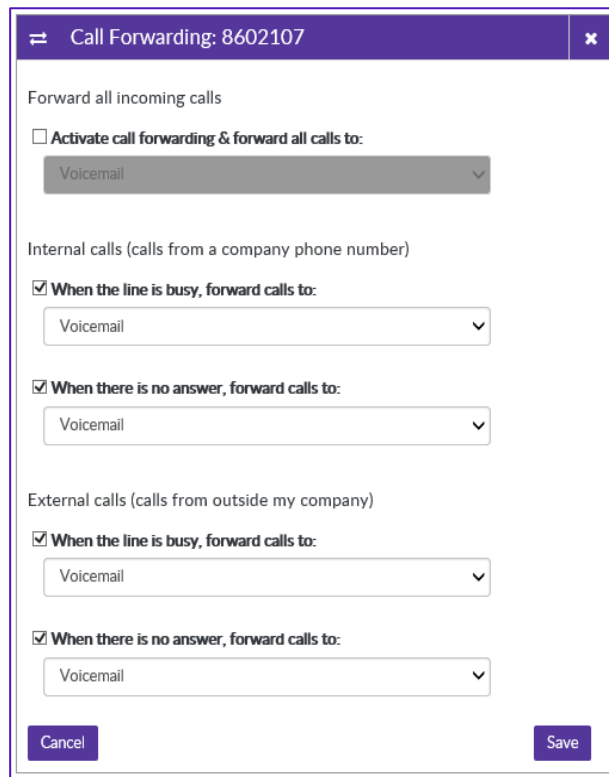
Click **Save**

To Cancel – Remove the Tick

If you have Voicemail, the default settings for Line Busy and No Answer will be to forward to Voicemail.

Use the Drop-Down Options to Specify Another Number.

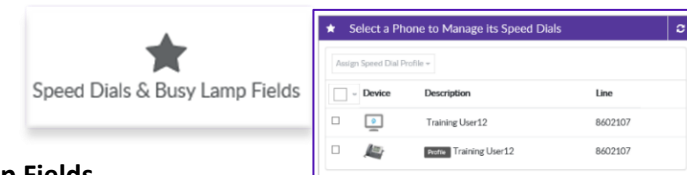
You can set Internal and External variations if required.




Speed Dials & Busy Lamp Fields (Physical Phones only)

Select the Speed Dial Menu

Select the Profile to change



Add Speed Dials & Busy Lamp Fields

Speed Dials can be added to any spare Line Buttons – Use the Edit / Delete Icons to Modify 

Add Abbreviated Dial Numbers: Click + **Add a Speed Dial**

Add the Speed Dial Number and the Label

Use the **Delete** icon to remove 

Click **Save** to confirm changes

