



STEP BY STEP GUIDE

How to
manage call
forwarding

1

To **turn on**
call
forwarding

2

Enter ***7102**
on the
keypad of
your
extension /
handset

3

Enter the
number you
wish to
forward calls
to

e.g. to forward all calls to
01233 220 950 dial
***710201233220950** into your
keypad

4

Press **enter** or
dial to
activate call
forwarding

1

To **turn off**
call
forwarding

2

Enter ***7100**
on the
keypad of
your
extension /
handset

3

Press **enter** or
dial to
de-activate
call
forwarding

For further
support contact
our team on:
01233 527 100
Or visit our
website