

Directions on forwarding call using a 6867i phone set

Procedures for Forwarding a Call from your phone.

Any extension on your phone can be forwarded internally or off campus from the phone set. Below are the directions to forward your phone call by pressing the, Call Fwd button on the primary phone screen.

On most phones you will see this “Call Fwd” feature above the more or “...” that are identified by three dots. Press desired extension that needs to be forwarded then press the **Call Fwd** feature and your phone screen will appear similar to a screen like this Figure 1.

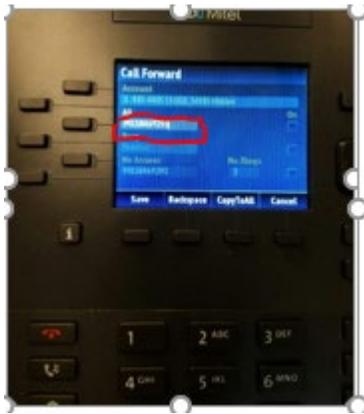


Figure (1)

Enter the desired number to forward by **dialing 9 then 1 followed** by the 10 digit number to forward calls to.

- a. If no number exist in display proceed if you see a number from last forward to this line proceed to step (b.)
- b. If a number exist from previous forwarding you should press the backspace key from the soft key buttons on the lower row this is the button to the right of the save key.

Then press the down arrow on the square navigation key. This will place your illuminated cursor over the ON square. See display Figure 2 below.



Figure (2)

Select and activate by pressing the center of the navigation button. You will see a check mark in the ON box noted in Figure (2) in red. Now press the, **“Save”** button on the soft key row. Once you press the save the screen will return to the main screen and you will see the Call Fwd lamp red.

NOTE: If you are forwarding a number other the primary number on this phone select that extension to see the Call Fwd lamp illuminated.



Figure (3)

This red lamp indicates you forward to the desired number successfully see Figure (3). If the number is not the primary number on this phone than select the number you just forward by pressing the button once and you should see this red illuminated Call Fwd button.

For each number you want to forward you will start by pressing the desired extension then press Call Fwd for the line you would like to forward.

Repeat from steps from Figure (1) to forward multiple numbers on the same phone.

Procedures to removed Call Forwarding

Press the desired extension that will need to removed Call Forward by pressing the Call Fwd button. The lamp will be illuminated red next to the call forward feature. Similar to Fig (4)



Figure (4)

Then press the down arrow on the square navigation key. This will place your illuminated cursor over the ON square. See display below



Figure (5)

Select and deactivate Call Forward by pressing the center of the navigation button. You will see the check mark removed from under the ON box. See figure 5

Press the, **“Save”** button on the soft key row. Once you press the save the screen will return to the main screen and calls are no longer forwarded.