

Forwarding Calls from the Office Phone

Resources:

[Video Example](#)

Summary

This guide will explain how to forward calls from your Cisco Office Phone.

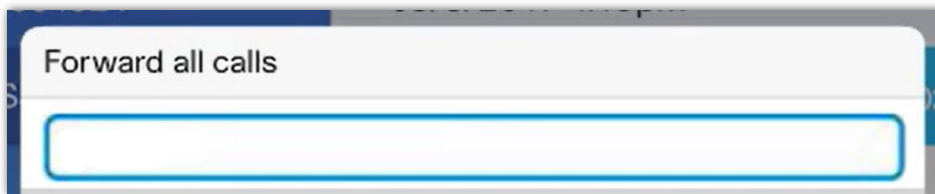
Notes

- If you are already telecommuting and need to forward your calls from off-site, please contact the Help Desk at helpdesk@bcomnm.org

When At Your Phone:

To Forward Calls

1. Press the “**Forward All**” softkey.
2. Then enter “81” and the call forward target phone number exactly as you would dial it from your phone, including area code. Ex: **815751234567**



3. To verify that your calls are forwarded, look for the “**Forward All**” icon in the line label, and the forwarding information in the header.

To Cancel Call Forwarding

1. Press the “**Forward Off**” Softkey.

Forwarding more than one line?

Each line will need to be forwarded individually. Forwarding a single line will not forward the others.

1. Select the line you would like to forward.
2. Press the “**Forward All**” softkey.
3. Then enter the call forward target phone number exactly as you would dial it from your phone.