# Call Forwarding

Call-forwarding can be set by users from their desktop telephone. In cases where an extension is already forwarded to another extension or phone number, it is necessary to first follow the instructions to cancel the current call-forwarding before following the instructions to set a new call-forwarding destination.

CFW No-Answer (After four unanswered rings)
To Set:
1. Press [Speaker] key or lift handset
2. Press *** 7**
3. Dial destination number (**e.g. 7600, 9 758-xxxx, 9 1 212-555-xxxx**)
4. You will hear a confirmation tone when forwarding is set
5. Press [Speaker] key or hang up handset

To Cancel Current Settings:
1. Press [Speaker] key or lift handset
2. Press **# 7**
3. You will hear a confirmation tone when forwarding has been cancelled
4. Press [Speaker] key or hang up handset

CFW Busy (When your line is in use)
To Set:
1. Press [Speaker] key or lift handset
2. Press *** 1**
3. Dial destination number (**e.g. 7600, 9 758-xxxx, 9 1 212-555-xxxx**)
4. You will hear a confirmation tone when forwarding is set
5. Press [Speaker] key or hang up handset

To Cancel Current Settings:
1. Press [Speaker] key or lift handset
2. Press **# 1**
3. You will hear a confirmation tone when forwarding has been cancelled
4. Press [Speaker] key or hang up handset

**CFW All-Calls (Forward all calls immediately to a different phone)**
To Set:
1. Press [Speaker] key or lift handset
2. Press *** 2**
3. Dial destination number (**e.g. 7600, 9 758-xxxx, 9 1 212-555-xxxx**)
4. You will hear a confirmation tone when forwarding is set
5. Press [Speaker] key or hang up handset

To Cancel Current Settings:
1. Press [Speaker] key or lift handset
2. Press **# 2**
3. You will hear a confirmation tone when forwarding has been cancelled

4. Press [Speaker] key or hang up handset