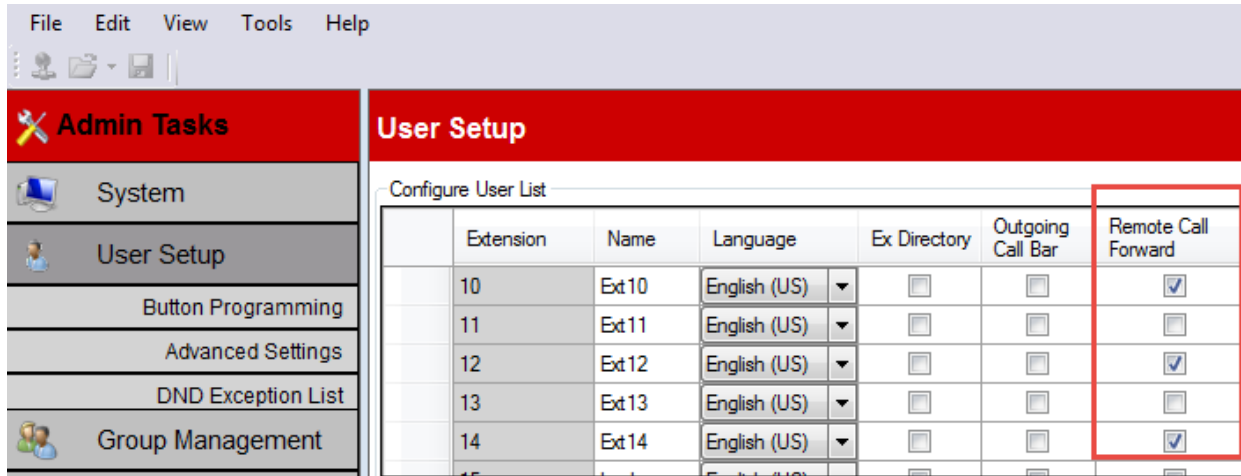


## How To Setup Call Forwarding Button In Basic Mode

1<sup>st</sup> Enable Remote Call Forward on extension.



From the phone....

### Programming a speed dial

- Press Admin
- Select Telephone Programming
- Scroll down and select Personal Speed Dial
- Press 81 (You have personal speed dials 81-89 to program)
- Enter the telephone number, area code first
- Press Enter
- Press Phone/Exit button

### Programming the forward button

- Press Admin
- Select Telephone Programming
- Select Button Programming
- Press button 7
- Select Program and scroll down to Call Forward
- Select Call Forward and press None
- Press Phone/Exit button

### Setting the phone to forward to the speed dial number

- Press button 7 (You can use any button you choose, for this walkthrough button 7 was chosen)
- Enter the speed dial number you assigned (81-89)
- Button 7 will light up green, screen displays *Forward : x## 81*
- To disable forward, press button 7 and enter your extension. The green light should turn off.

