

- First you must enable
- Remote Call Forward

Configure User List

Extension	Name	Language	Ex Directory	Outgoing Call Bar	Remote Call Forward	List Membership
11	Fwd 2 Cell	English (US)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None

Programming the Forward Button

- ✔ Press Admin
- ✔ Select Telephone Programming
- ✔ Select Button Programming
- ✔ Press the button available to program, using button 7 as an example here.
- ✔ Select Program and scroll down to Call Forward
- ✔ Select Call Forward and press None
- ✔ Press Phone/Exit button

Programming a Speed Dial

- ✔ Press Admin
- ✔ Select Telephone Programming
- ✔ Scroll down and select Personal Speed Dial
- ✔ Press 80 (You have personal speed dials 80-99 to program)
- ✔ Enter the telephone number, area code first
- ✔ Press Enter
- ✔ Press Phone/Exit button

Setting the Phone to Forward to the Speed Dial

- ✔ Press forward button
- ✔ Enter the speed dial number you assigned (80-99)
- ✔ Forward button will light up green, screen displays *Forward : x## 80*
- ✔ To disable forward, press forward button and enter your extension. The green light should turn off.

⚙ The phone system will use **two (2)** lines to forward each call. First line is used to receive the call and the second is picked up and used to dial out to the forwarding number. Only one forward can take place at a time in the Basic edition of IP Office. The phone system is setting up a 3 way call to establish the forward.

