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HOW TO Program **Call Forwarding** *for the SV Telephone Systems*

CALL FORWARDING

Forwarding calls coming into one extension to go to another extension or an off-premise number

At the extension that you want to forward, leaving the handset in the cradle,

- a) Pick up the handset or press the **Speaker** key
- b) Dial **741**
- c) Dial **1**
- d) Dial ***the extension to which you want to forward calls or 9 + the off premise number + #***
- e) Press **Speaker** (or **SPK**) to hang up

This will immediately forward all calls that come to the original extension to the new one.

TO CANCEL:

- a) Press the **Speaker** key
- b) Dial **741**
- c) Dial **0**
- d) Press **Speaker** (or **SPK**) to hang up

CALL FORWARDING- FOLLOW ME

While you are at a co-worker's desk, you can direct your calls to your co-worker's phone.

To activate Call Forward Follow Me:

- a) Press **Speaker** on your co-worker's phone
- b) Dial **746**
- c) Press 1 (Set)
- d) Dial your own extension
- e) Press **Speaker** to hang up

TO CANCEL

- a) Press **Speaker**
- b) Dial **746 + 00** (Cancel forwarding from all extensions)
- c) Press **Speaker** to hang up