

FORWARD TO AN EXTERNAL NUMBER

- While on-hook, press **TRANSFER** and then dial **102**.
- Using the volume up and down buttons find the forwarding option you are looking for i.e. **FWD ALL**
- After you find the function, using the **soft keys** below the LCD screen, press the far right key to move the cursor over to change the number.
- (if you dial 9, place a 9 in the first field) continue with the number you would like to forward your calls to.
- Press the right soft key again: **CURRENTLY SET**: change this to **yes** by using the **volume up** key.
- Press the **TRANSFER** key to save your setting

NOTE: When you would like to clear this forwarding; while the phone is on-hook dial 600. This will clear the phones forwarding, and allow you to receive calls on your digital keyset. Also if you would like to keep this as a quick use setting, in the future just dial 601 and press the right soft key under OK.