

### Call Forward

Program a memory key to forward incoming calls to another party (internal or external).

1. Long press (5 seconds) the memory key to program

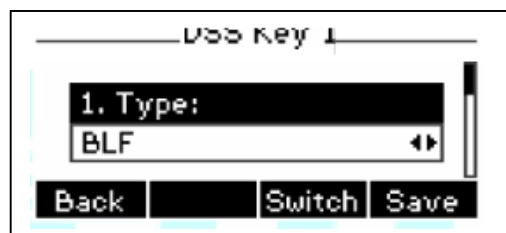
**OR**

Press Menu\* Features\* DSS Keys

Select the desired key

*There are 5 line keys per screen for a total of 15 programmable keys. Use bottom button on right to switch between screens.*

The screen will display:



3. Use < or > or *Switch* to change parameter in each field  
Use down arrow (>) to select next field

Type = Key Event

Key Type= Forward

Label= Enter a label for this key

Value= The extension or phone number to forward to

2. Press OK or *Save*

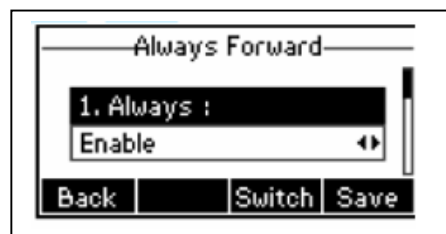
*The first time the Forward key is pressed, phone will display a prompt for Forwarding Mode*

Use > to select *Enable*

Use down arrow to select Forward To

Enter the extension or phone number to forward to

Press OK or *Save*



Press the Call Forward key to activate/deactivate the forwarding.

The button will be lit when phone is forwarded.