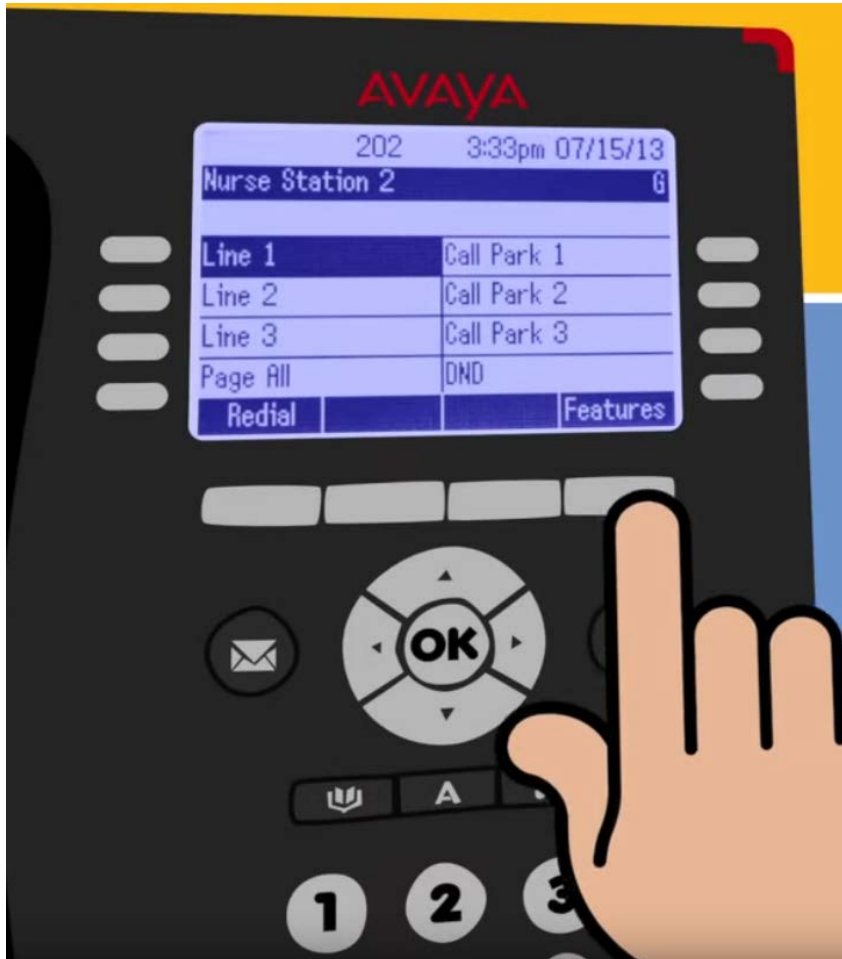
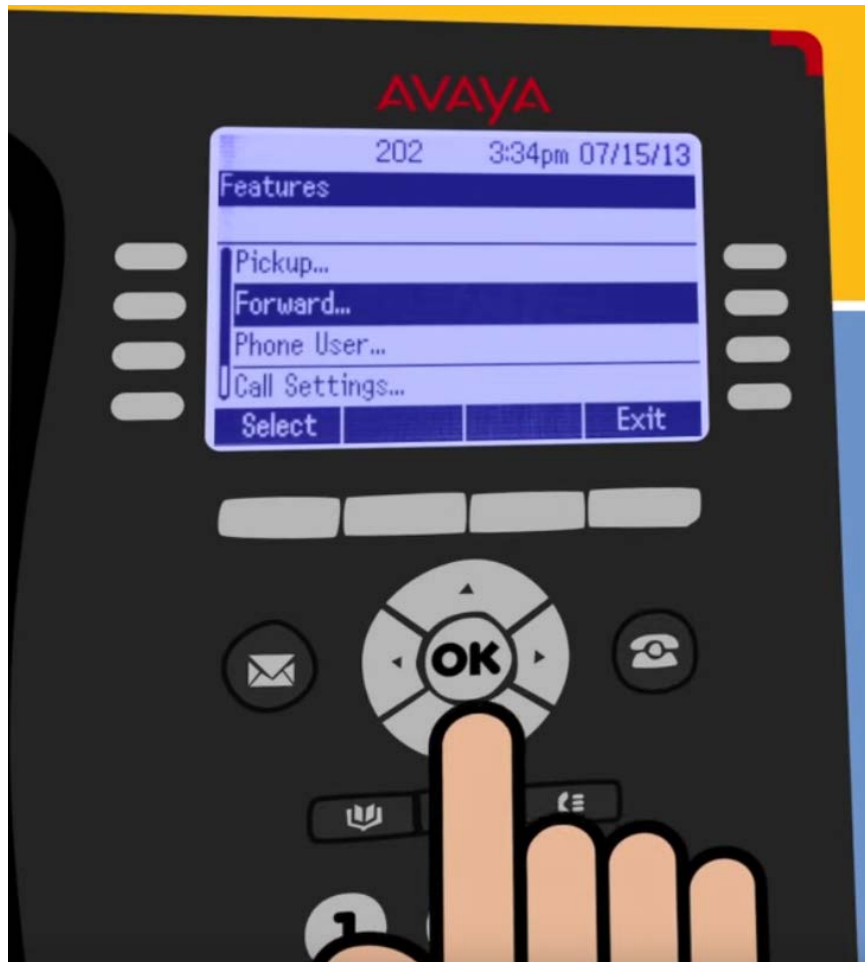


Avaya Office Phone Forwarding

1. On your office phone, select “Features”.



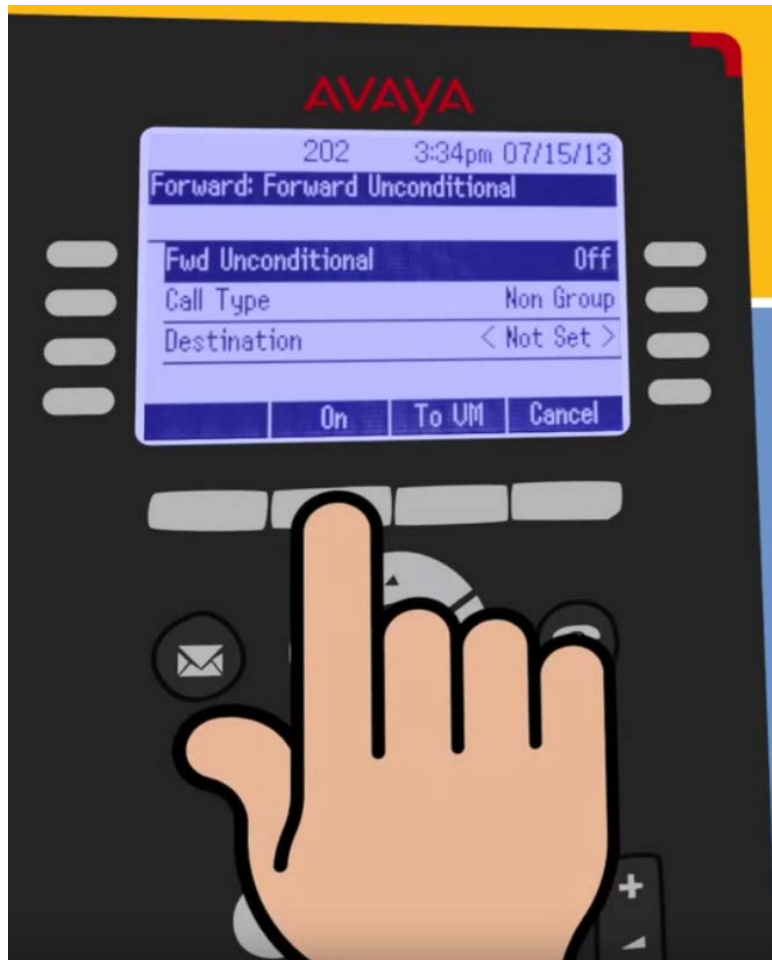
2. Using the arrow keys, highlight “Forward...” and press ok.



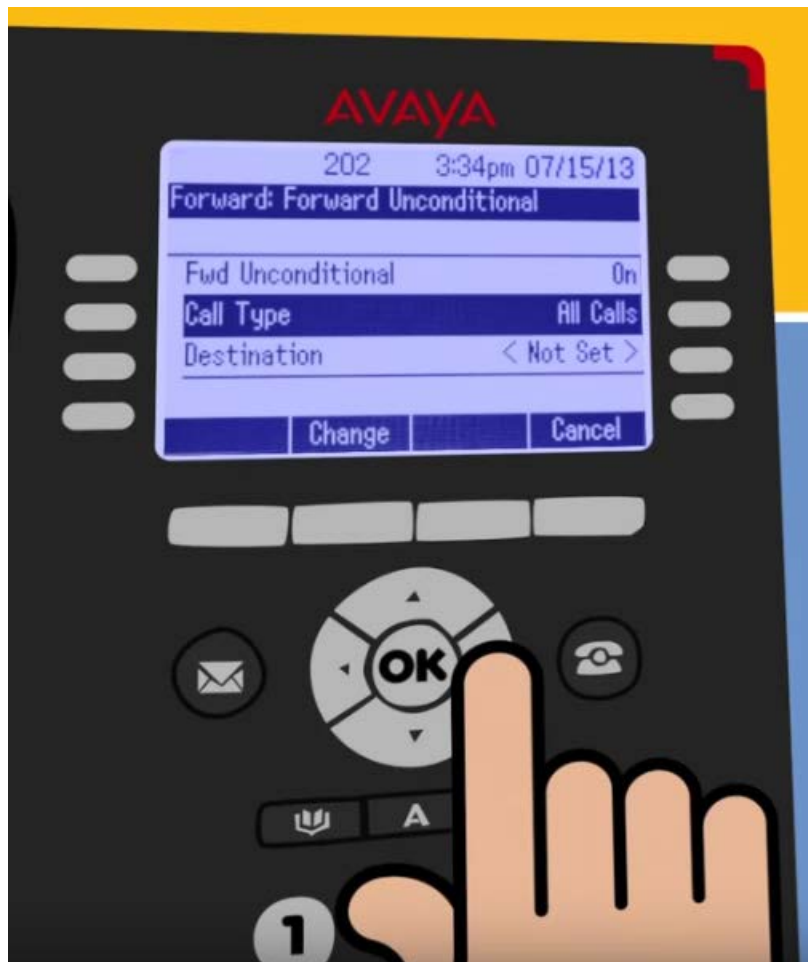
3. Using the arrow keys, highlight “Forward Unconditional...” and press ok.



4. Using the arrow keys, highlight “Fwd Unconditional” and press the button to turn on.



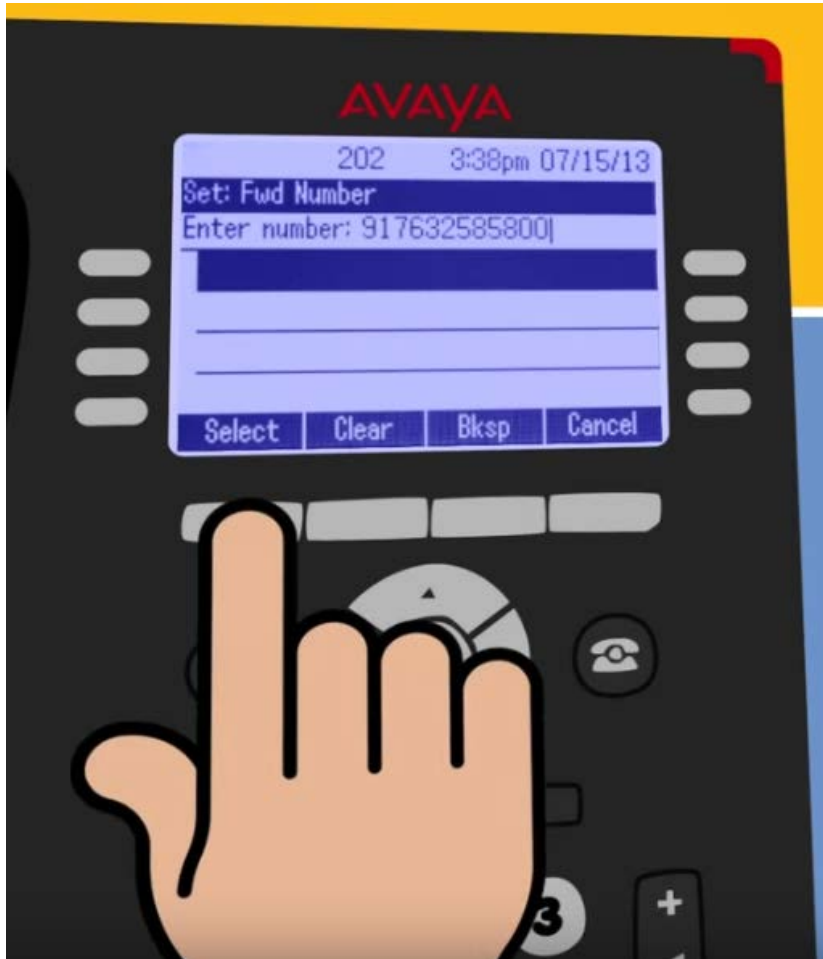
5. Using the arrow keys, highlight "Call Type" and make sure "All Calls" is set. If not, use the left + right arrow keys to set all calls.



6. Using the arrow keys, highlight “Destination” and select edit.



7. Dial the number 8 (this is our dial out short code) followed by the number you wish to forward to, then press “Select”. PLEASE MAKE SURE TO PRECEDE YOUR NUMBER WITH “8”. THIS MUST BE DONE TO DIAL OUT.



8. The press “Save” and you are done!

