



How to Forward Your Phone

Explanation:

Forwarding your phone means that calls dialed to your work phone can be redirected to another phone of your choosing.

Turning Call Forwarding On:

1. Find the option on your work phone's screen titled **Fwd All** and press the button directly below it.
2. Type in the phone number you would like to forward it to.
 - a. For 919 numbers, type in 9-919-xxx-xxxx (ignore the dashes when typing in).
 - b. For other areas codes, type in 9-1-xxx-xxx-xxxx.

Turning Call Forwarding Off:

Find the option on your work phone's screen titled **Fwd Off** and press the button directly below it.