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Your Telecom Solution! 512.468.8392

Changing the Forwarding capability on a phone

To enter a programming session, follow the next few simple steps:

1) Press FEATURE * * 2 6 6 3 4 4

2) Enter Password: 2 6 6 3 4 4

Display will read: "**Terminals & Sets**"

Using the navigation keys, as displayed below, follow the next simple steps:



3) Press: *SHOW*

Display will read: "**Show Set**"

Enter the extension number that you want to change

4) Press: *SHOW*

Display will read: "**The extension number and the current name**"

5) Press: *SHOW*

Display will read: "**Line Access**"

7) Press: *NEXT*

Display will read: "**Capabilities**"

8) Press: *SHOW*

Display will read: "**Fwd no Answer**"

9) Press: *SHOW*

Display will read: "**Forward to: ____**"

Enter the extension number for where you want the calls to go

10) Press: [NEXT](#)

Display will read: "**Forward delay: __**"

Enter the number of rings

11) Press: [NEXT](#)

Display will read: "**Forward on busy**"

12) Press: [SHOW](#)

Display will read: "**Forward to: __**"

Press the change "softkey" and enter the

extension for where you want the calls to call

[Congratulations! You have successfully changed your forwarding settings!](#)