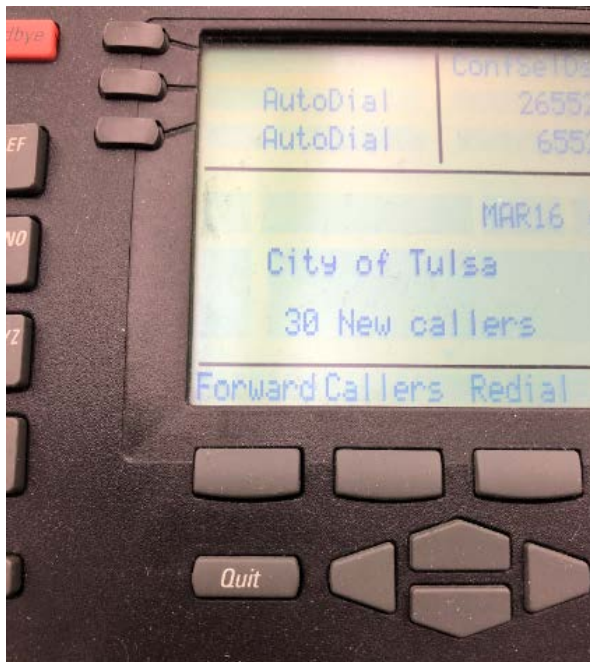


Instructions

Request phone forwarding from the Solution Center. You can put in a ticket request in Service Desk Plus or call the Solution Center to request forwarding access. After the access has gone through, or the ticket is completed, follow the instructions below.



1. To forward a desk phone to an external line, push and release the "Forward" button.
2. Dial 9-918- followed by the number to which you want the phone forwarded.
3. When you no longer want the phone forwarded, push the "Forward" button, then select "Cancel."

For help with phone forwarding, please contact the Solution Center.