

VODAVI TELEPHONE

FORWARDING YOUR EXTENSION TO ANOTHER USER

1. LEAVE THE HANDSET OF YOUR PHONE IN THE CRADLE.
2. PRESS THE ON/OFF KEY
3. PRESS THE FWD KEY.
4. DIAL THE NUMBER 6 ON YOUR KEYPAD.
5. DIAL THE EXTENSION NUMBER YOU WOULD LIKE TO FORWARD YOUR PHONE TO.

CANCELING THE FORWARDING ON YOUR EXTENSION

1. LEAVE THE HANDSET OF YOUR PHONE IN THE CRADLE.
2. PRESS THE ON/OFF KEY.
3. PRESS THE FWD KEY.