Call Forwarding business guide.

Quick start guide.

Activating your Call Forwarding service

Call Forwarding allows you to transfer all of your calls to any local, regional or long distance telephone number. This feature must be activated from your business line that is equipped with the Call Forwarding feature.

Getting started:

1. Lift the handset and listen for dial tone.

2. Dial *72.

3. At the tone, dial the telephone number that you want to forward your calls to. You must dial it exactly as you would if you were making a call to that telephone number.

4. If the call is answered at the terminating end, the feature has been activated.

5. If the call is not answered, hang up and repeat the process outlined in Step 3 again within 2 minutes. After it rings once, you can hang up and the Call Forwarding has been activated.

Deactivating your Call Forwarding service

The Call Forwarding feature must be deactivated from the business line equipped with the Call Forwarding feature. This is the same line you used to activate the Call Forwarding service.

Deactivation:

1. Lift the handset and listen for dial tone.

2. **Dial *73.**

3. You will hear two short tones. This signifies that the Call Forwarding has been deactivated. Hang up the receiver.

Other important information you should know about your Call Forwarding service:

- Calls forwarded with this service are subject to local or toll charges. If your line is toll restricted, you cannot forward calls to a toll number.

- You have the ability to make outbound calls while call forwarding is activated.

- A short reminder tone will sound at your business when a call is forwarded to another number but you will not be able to answer it.

- Only one call can forward at a time. A second call coming in will receive a busy signal until the first call is disengaged.

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