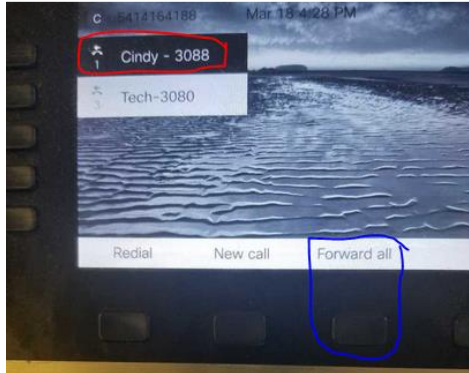


How to Forward Cisco Desk Phone

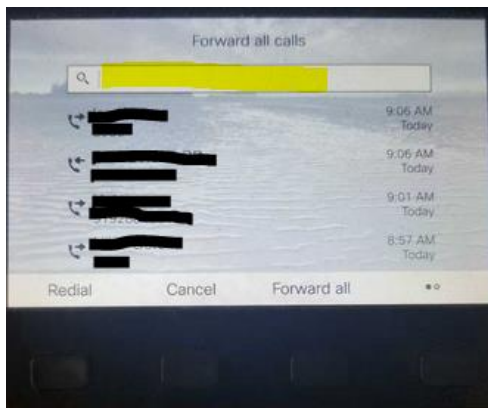
If you are in front of your Cisco Desk Phone, you will see a forward all button (circled in blue below). Push the forward all button. If you have more than one line on your phone you will need to do these steps for each line you want forwarded.



The screen below will come up once you push the forward all button. You enter the phone number you want your phone forwarded to. You have to enter a **nine** in front of all phone numbers to get out.

A few examples:

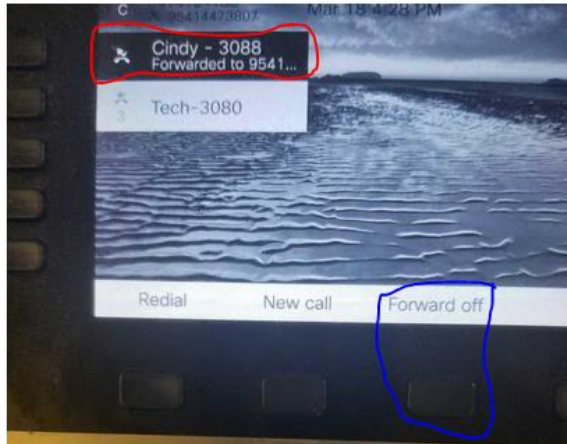
95416669999 this is local, 91549990000 this is long distance.



If you are not at your phone and need this done for you please email techhelp@crookcounty.k12.or and this will create a ticket. **Please include Ext and phone number you want it forwarded to.** Someone from Tech will take care of it for you.

How to Unforward Cisco Desk Phone

If you are in front of your Cisco Desk Phone, you will see a Forward off (circled in blue below). Push the Forward off button. This will take the forwarding off.



If you are not at your phone and need this done for you please email techhelp@crookcounty.k12.or and this will create a ticket. Someone from Tech will take care of it for you.

If you need anything technical, please e-mail techhelp@crookcounty.k12.or to create a ticket and someone from Tech will help.