

# Quick Tip

## Cisco IP Phone Call Forwarding

### Forwarding Calls to Another Number

**Step 1** Press the **CFwdAll** softkey. You should hear two beeps.



**Step 2** Enter the number to which you want to forward all of your calls, exactly as you would if you were placing a call to that number.

After you enter the number, an animated phone icon with a flashing right arrow appears in the upper-right corner of the LCD screen. The LCD screen also displays a message confirming the number or extension to which your calls are being forwarded.

**Step 3** To cancel call forwarding, press the **CFwdAll** softkey.

### Forwarding Calls Directly to Your Voice Mail

**Step 1** Press the **CFwdAll** softkey. You should hear two beeps.

**Step 2** Enter: **2200**

After you enter the number, an animated phone icon with a flashing right arrow appears in the upper-right corner of the LCD screen.

**Step 3** To cancel call forwarding, press the **CFwdAll** softkey.