

How to transfer calls to another phone

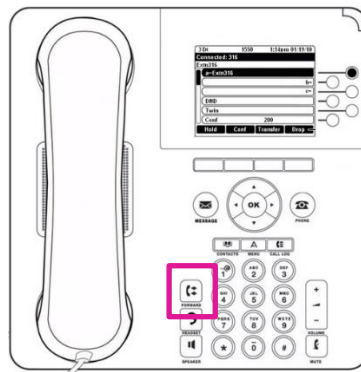
This note outlines how to transfer calls from your desk phone to your iPhone/mobile or to another landline (i.e. to your home phone).

1 HOW TO TRANSFER CALLS TO ANOTHER PHONE

1.1 Desk phone – Bristol office

Press the **Forward** button followed by **Call Forward** and enter the required number (adding 9 to the beginning if forwarding to an external or mobile number). You will hear three beeps to confirm the divert is active.

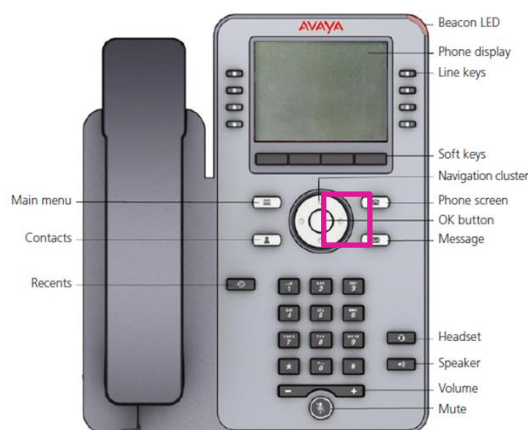
To cancel the divert, press the illuminated **Forward** button followed by the illuminated **Call Forward** key.



1.2 Desk phone – Edinburgh office

Press the right navigation button and select **Call Forward**. Dial the number (adding 9 to the beginning if forwarding to an external or mobile number). You will hear three beeps to confirm the divert is active.

To cancel the divert, press **Call Forward**.



2 HELP AND SUPPORT

For further help and support please contact Learning Technology.