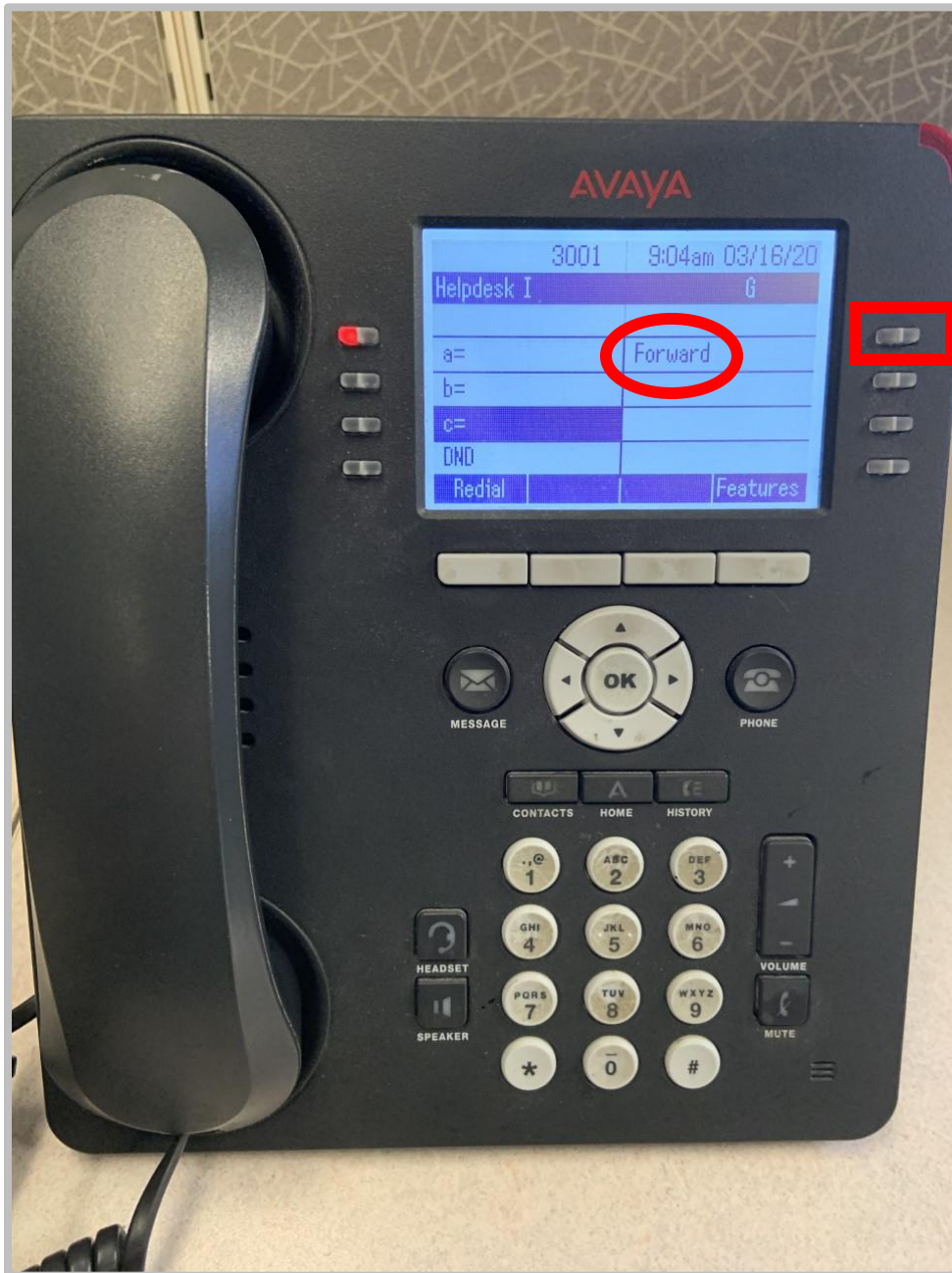




How to Forward to a Number

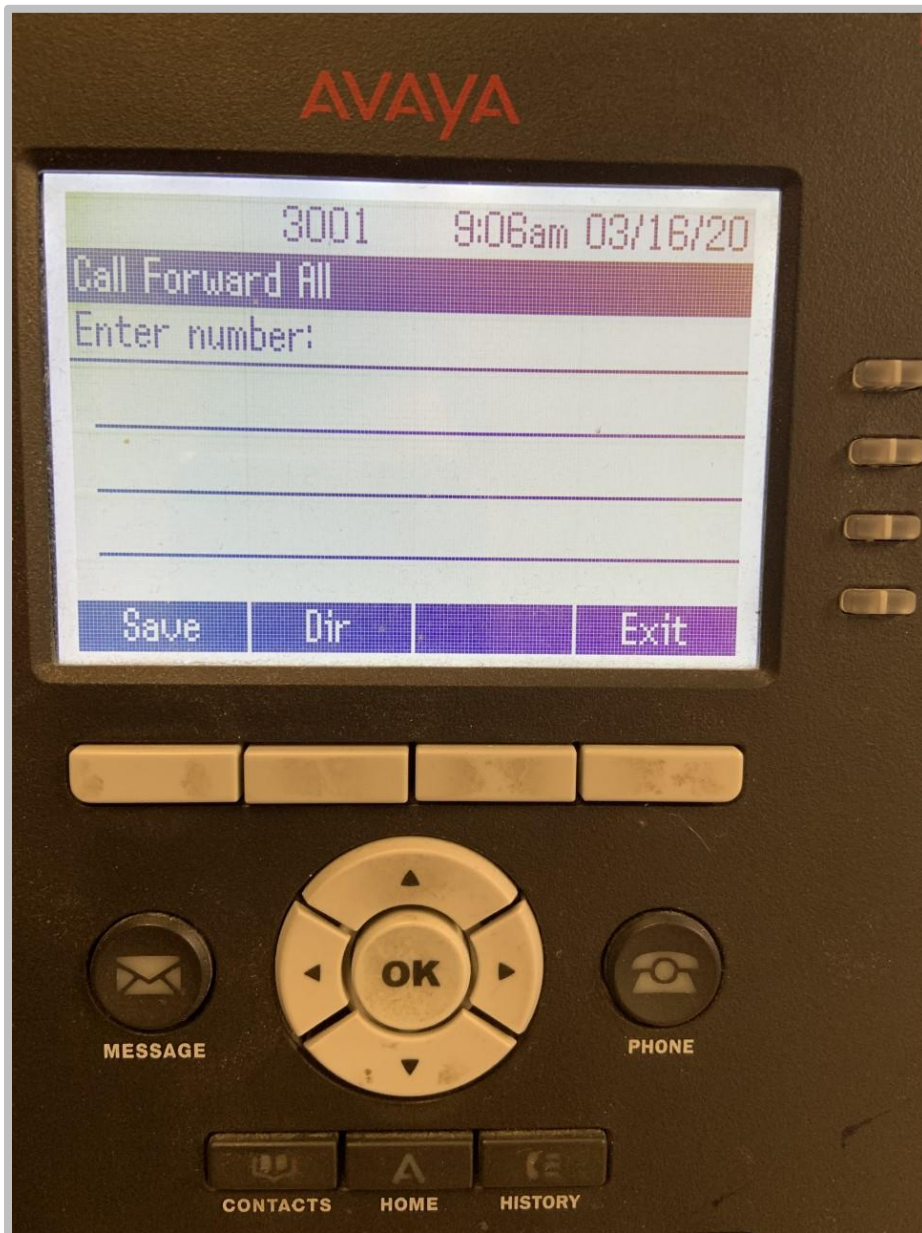
This tutorial will show you how to forward your Avaya Office Phone to another phone number.

1. Select the Forward button on your Avaya phone



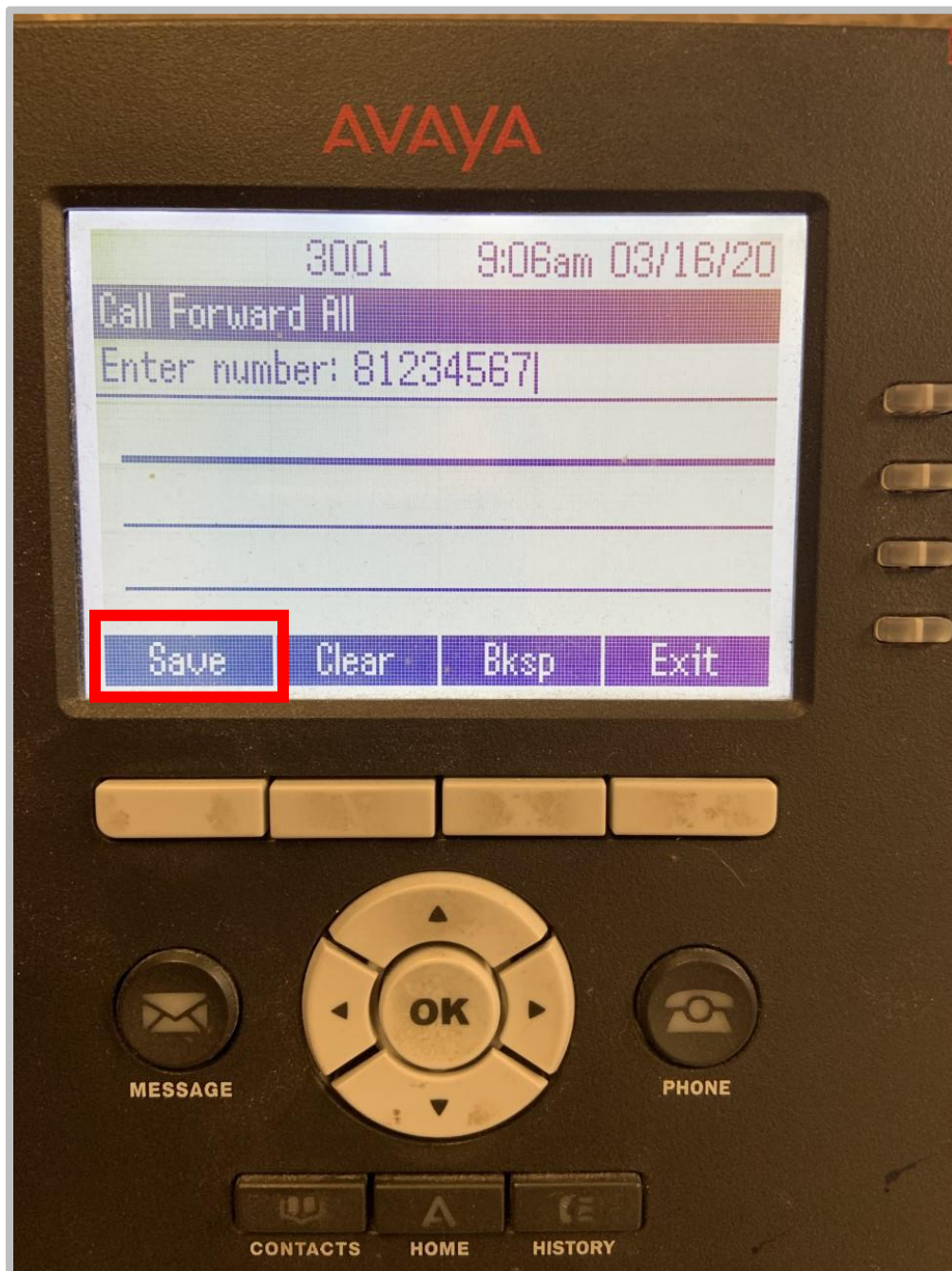
If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

2. Type in 8 (for outside line) and the number you want the phone to forward to



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3. Select Save



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