

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 <u>www.helpdesk.thomasmore.edu</u>, call 859-344-3646, email <u>helpdeskticket@thomasmore.edu</u>, 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

AVAYA	I
3001 9:06am 03/16/20 Call Forward All Enter number:	6 6
Saue Dir Exit	e
MESSAGE	

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

3. Select Save

Αναγα	1
3001 9:06 Call Forward All Enter number: 81234567	Sam 03/16/20
MESSAGE	PHONE
MESSAGE CONTACTS HOME H	PHUNE

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