



An Informational User Guide for: **Call Forwarding**

Activate Call Forwarding

1. Pick up your receiver, and depress 72# on your touch tone phone (dial 72 on a rotary phone).
2. Listen for dial tone.
3. Dial the telephone number where you want your calls to be answered.
4. Upon finishing the previous step you will hear two short tones followed by ringing. This confirms that the Call Forwarding has been activated.

If no one answers at the terminating end of the forwarding, or the line is busy, repeat steps 1-4. No one will need to pick up the phone at the terminating end on the second attempt to set up the Call Forwarding on the line.

Deactivate Call Forwarding

1. Depress 73# on your touch tone phone (dial 73 on a rotary phone).
2. You will hear two tones to confirm that the Call Forwarding has been deactivated.

Important Features

- You will be unable to answer incoming calls when the Call Forwarding is activated. To remind you that the service has been activated, you will hear one short ring each time a call is forwarded.
- You will still be able to make outbound calls from the forwarded line while the service is activated.
- Please note that usage charges will apply on each forwarded call. You will be billed as if placing a call from your line to the number you are forwarding the call to.