Call Forwarding Guide

Aastra 6755i, 6757i and 6757iCT

Schmooze®

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Call Forward gives you the ability to forward all the calls that come into your phone to another extension or external phone number such as your cell phone or home phone number.

When you first enter the Call Forwarding application on your phone you should see a screen like below and you have the following options.

- **Activate/DeActivate**- Press this option to turn on or off Call Forwarding
- **My Numbers**- Here you can store upto 3 common numbers that you use commonly with the Call Forwarding application.
- **Exit**- Press this option to exit the Call Forward application and return to the phones main screen

Using My Numbers Feature

You can also setup some common numbers for Cell Phone, Home and Office under the My Numbers option. This way you can just pick Cell Phone or Home from the Call Forwarding option and you won't have to enter your number each time if you commonly forward calls to your cell phone or a answering service.

Press the Call Fwd button

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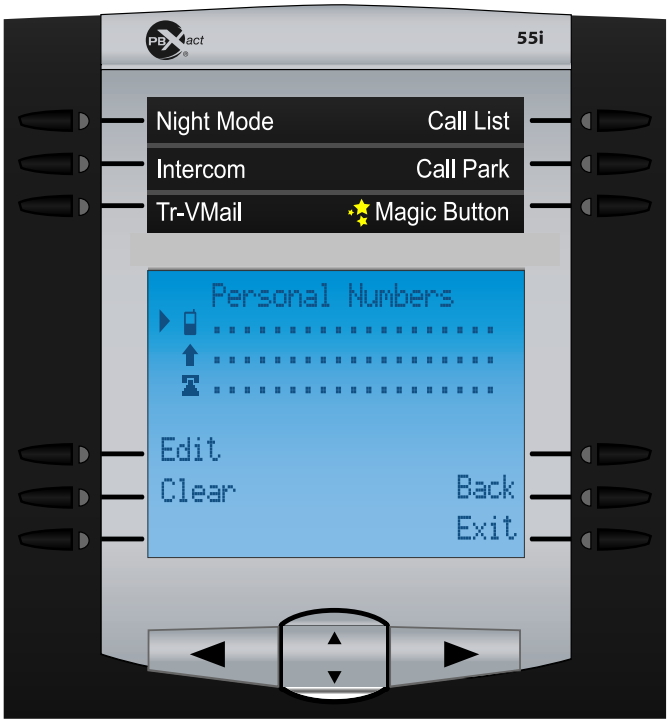
Press the My Numbers option



Now you can pick the Cell Phone, Home or Office icon. We will pick the first icon which is the mobile phone icon by pressing the edit button.

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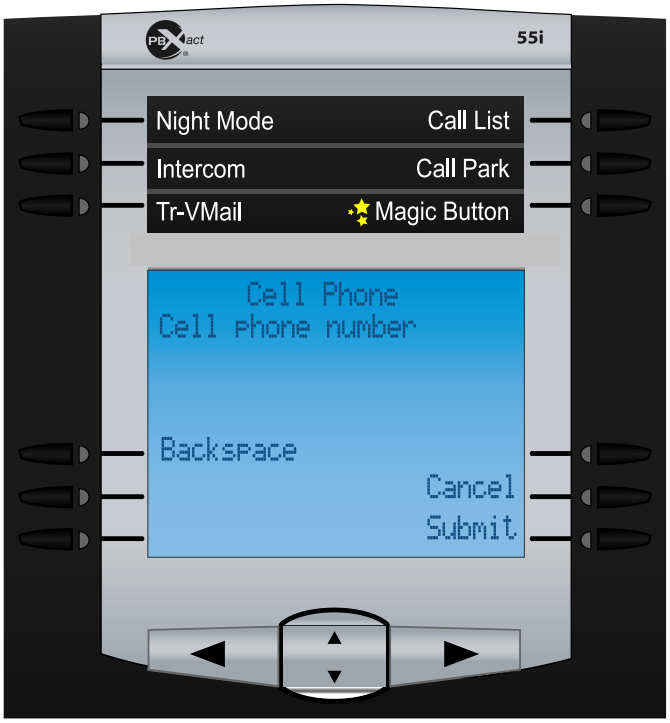
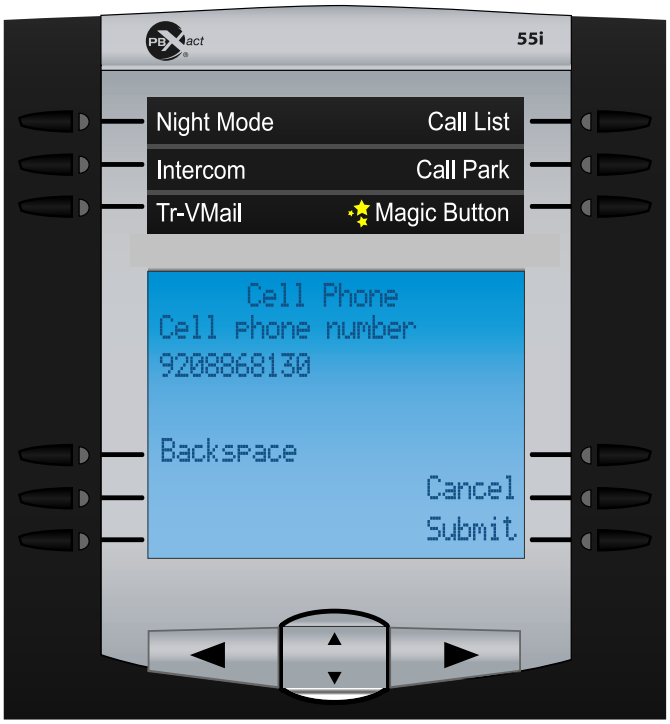


Now enter in a phone number. We will use 920-886-8130 in our example and press the submit button. Make sure you enter the number the same way you would dial if from your office extension.



We now see we have 9208868130 as the stored number for the Cell Phone.

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You can choose to clear or edit any of your 3 stored numbers. Remember to use the up/down keys to highly any of the 3 stored number options to edit or clear them.

Activate Call Forwarding

To enable Call Forward, press the Call Fwd button on the phone.

From here you can choose to activate Call Forwarding by pressing the activate button. You can then pick to activate call forwarding to either a custom entered phone number or 1 of your 3 stored numbers if you have them setup. Use the up/down key and select one of the options. We will pick the Enter Number option to enter a custom number and press the select key.

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Enter the phone number or extension in which you would like to forward your calls to. Then press the submit button.

You will then be directed back to the main Call Fwd screen. Press the exit button and your calls have now been Call Forwarded.

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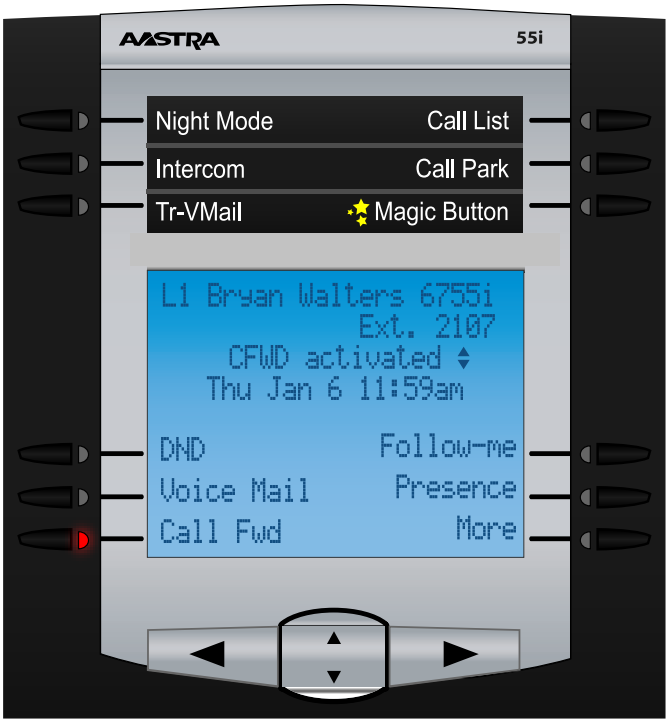
When Call Forward has been enabled, the light next to the button will be lit up red and the screen on the phone will show CFWD activated.



Deactivate Call Forwarding

To deactivate Call Forwarding simply press the Call Fwd button

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Now press the deactivate button and Call Forwarding will be deactivated.

Changing the Call Forward Number

At any time you can choose to change or edit the number that is being used for Call Forwarding without having to deactivate Call Forwarding.

Press the Call Fwd button while Call Forwarding is active and you will see a new option called Change. Press the Change button and you can enter a new number.

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