
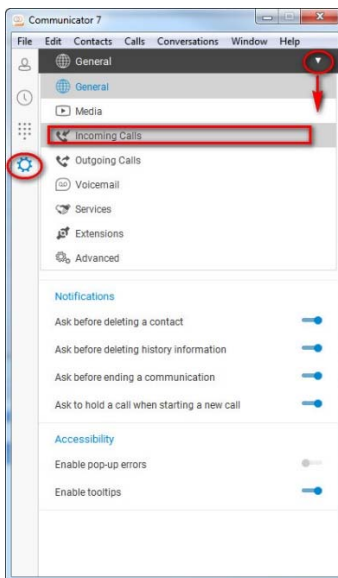


Communicator 7 – How to use FORWARDING

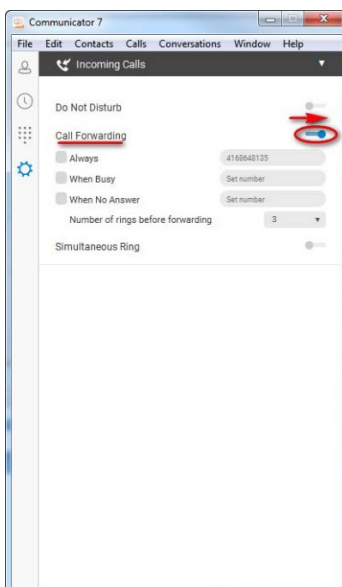
1. Launch the Communicator application as normal by locating the icon on your desktop and double click it.



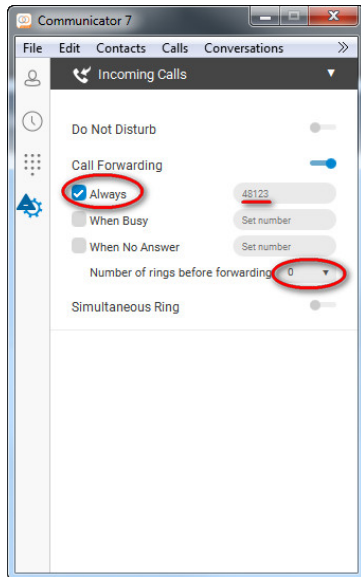
2. Press the settings button. Navigate by pressing the  and toggle to the INCOMING CALLS area:



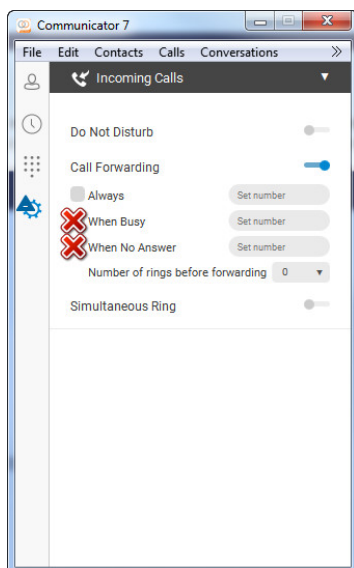
3. Go to the Call Forwarding setting and activate this by toggling the switch to the right :



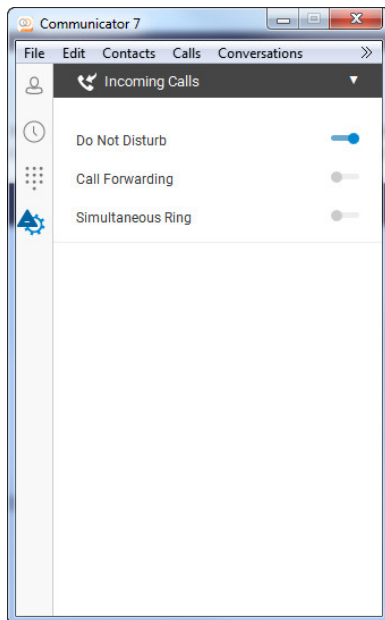
- This setting would most commonly be used if you are away and someone will be taking your calls. For example when someone has agreed to act on your behalf when you are on a vacation, at a conference, or sick. The triangle is a warning icon that indicates an option is enabled. REMEMBER to remove this on your return. In default number of rings is 3 before forwarding. In this case you would set this to “0”



- It is recommended that you do not use the “when busy” or “When No Answer” options. This is because the system default for your voicemail is set to put your call to voicemail when you are: A) busy on a call or B) you do not answer a call. If you want forwarding, use the “Always” setting and enable and disable as needed.



6. If you do not have someone that can take your calls and you are in an urgent meeting or do not want to be disturbed, you can set the “Do not disturb” option on. This should be used with caution as all calls will go to voicemail and not ring. Note the Triangle indicated a warning.



****REMEMBER to turn this off when you are finished**