

Desk phone call forwarding – Polycom (color screen phone)

1. Select the Home button
2. Then select “Forward”
3. Then select “1 – Always” - # 1 on your keypad
4. Enter the phone # including area code you would like your desk phone to forward to.
5. Example – 5081234567
6. Select “Enable”

Desk phone call forwarding – Polycom (old style phone)

1. On the main screen – Select “More”
2. Then select “Forward”
3. Then select “1 – Always” - # 1 on your keypad
4. Enter the phone # including area code you would like your desk phone to forward to.
5. Example – 5081234567
6. Select “Enable”