



WIRELESS MESSAGING - ANSWERING SERVICES

Call Forwarding

Below you will find how to set up your phone to call forward to the Answering Service. Before you attempt this you will need to call your telephone service provider and have this feature setup on your phone.

Enabling Call Forwarding

Dial 72 # then the number we provided for you.

Disabling Call Forwarding*

Dial 73 #

* please note if you have the telephone company manually call forward your line to the Answering Service you will need to call them to disable it.

Call Forwarding Features

1. Delayed Call Forwarding - Calls will be forwarded after a predetermined number of rings. This allows you to pick up the call, or after a few rings it will be sent to the Answering Service.
2. Line Busy Forwarding - Forwards your calls when your lines are busy.

Facts you Should Know

1. If your phones are forwarded, you will hear a short ring anytime someone calls your number.
2. You will not be able to answer any incoming calls, however, since they are automatically transferred to the forwarding number. Remember to deactivate call forwarding if you are in the office and want to answer your own calls.
3. You can still make outgoing calls if you have forwarded your phones. Call forwarding only affects incoming calls. If your line is forwarded and you are on an outbound call, an incoming call will not ring busy.

Centrex Phone Systems

If you are on a Centrex Phone System please follow these instructions to forward your phones. If you don't know if you are using a Centrex System, call your phone company to find out.

Enabling Call Forwarding

Dial * 72 then the number we provided for you.

Disabling Call Forwarding*

Dial * 73

* please note if you have the telephone company manually call forward your line to the Answering Service you will need to call them to disable it.

800-666-8995

www.ContactAnswers.com