

## TELEPHONE FEATURES

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### **CALL FORWARD**

Call forward allows your calls to be answered at another location. As a reminder, there will be a brief ring at your extension when a call is being forwarded.

Your calls can be screened and transferred back to you. Always notify the person receiving your forwarded calls before using this feature. Calls forwarded to an outside number will incur a toll charge. If you have Voice Mail, you may forward an extension directly to the Voice Mail access number, 486-7100, and retrieve the calls later.