## *One-touch Dialing*

The One-touch dialing buttons are the 10 buttons above the function keys. Use these buttons to quickly dial people outside of the Village facilities.

### Follow these steps to program a One-Touch button:

1. Press the SPK button, then dial 355.
2. Press the One-Touch button you want to program.
3. Dial 9+the number.
4. Press the SPK button again.

You check can what has been programmed on a button by pressing the Check button and the One-Touch button.

## *Transferring a Call to Someone Else*

To forward a call to another person, simply place the caller on hold, then dial the other person's extension.

## *Call Forwarding*

You can forward your extension to either another extension within the Village facilities or to an outside number, such as your cell phone.

### To forward your calls to another extension:

1. Press the SPK button, and then dial *2.
2. Dial 2 to have busy or unanswered calls forwarded to another extension, or dial 4 to have a call immediately forwarded.
3. Dial the destination extension.
4. Dial 2 to forward all calls or 3 to forward only outside calls.
5. Press the SPK button again to finish the process.

### To cancel Call Forwarding:

1. Press the SPK button, and dial *2
2. Dial 0.
3. Press the SPK to end the process.

### If you want to transfer your phone to an outside phone number:

1. Press the SPK button, then dial *4
2. Dial 6+9+the number you are forwarding to.
3. Press the Hold button. You will hear three short beeps.
4. Finally, press the SPK button again to end the process. Your display will read Call Forward Off-Premise.