Call Forwarding Guide for Cisco Phones

Cisco 8800 Series

Cisco 7900 Series

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Mon-Fri, 7:30am-4:30pm
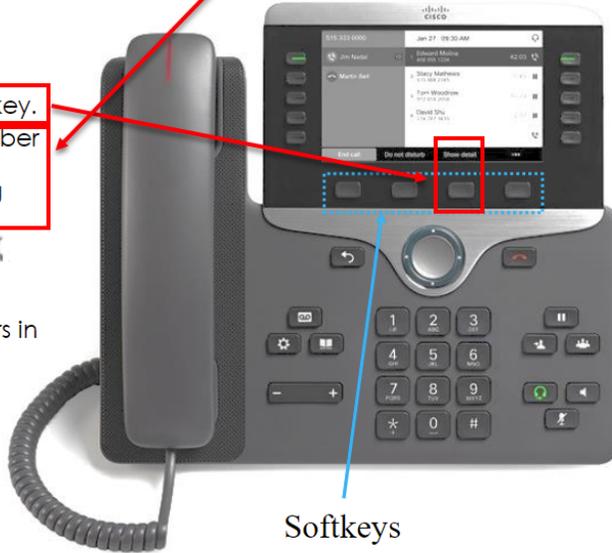

Cisco 8800 Series Phones

Forwarding all Calls

For external phone numbers, dial +91 first

- To forward all incoming calls to another extension:
    1. Press the **Forward all** softkey.
    2. Enter the telephone number to which you want to forward all your incoming calls.
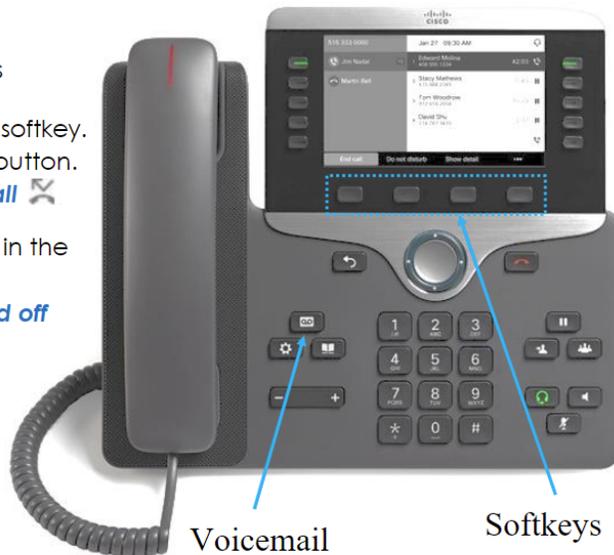
    To verify, a **Forward all** icon and the number to which incoming calls are being forwarded appears in the line header.
- To Cancel, press the **Forward off** softkey.

Softkeys

Forwarding All Calls to Voicemail

- To forward all incoming calls to voicemails:
    1. Press the **Forward all** softkey.
    2. Press the **Voicemail** button.

    To verify, a **Forward all** icon and forwarding information appears in the line header.
- To Cancel, press the **Forward off** softkey.

Voicemail   Softkeys

Cisco 7900 Series Phones

Forwarding all Calls

For external phone numbers, dial +91 first

- To forward all incoming calls to another extension:
    1. Press the *CFwdAll* softkey.
    2. Enter the telephone number to which you want to forward all your incoming calls.

        A flashing right arrow appears next to your telephone number on the LCD to indicate that all incoming calls are being forwarded.

        The number calls are forwarded to appear near the bottom of the display.
- To Cancel, press the *CFwdAll* softkey.

Softkeys

Forwarding All Calls to Voicemail

- To forward all incoming calls to voicemails:
    1. Press the *CFwdAll* softkey.
    2. Press the **Messages** softkey

        The number calls are forwarded to appears near the bottom of the display.
- To Cancel, press the *CFwdAll* softkey.

Softkeys