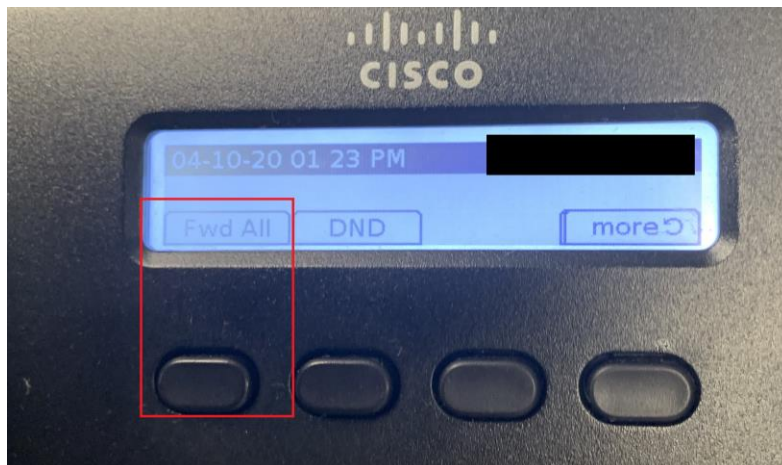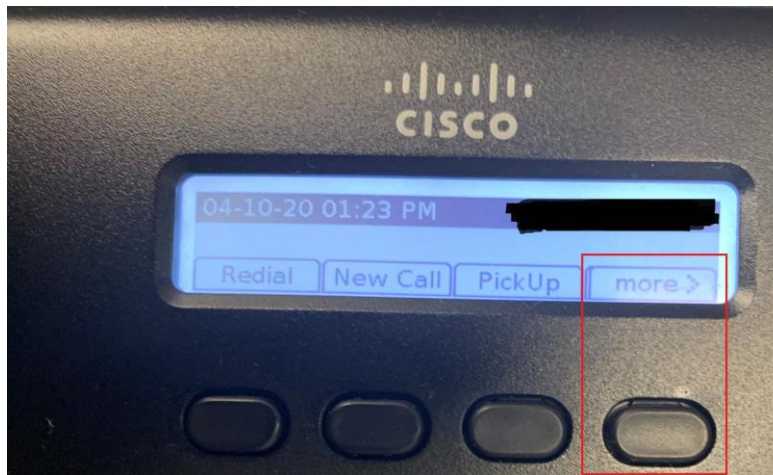# How to Enable Call Forwarding on Your Office Phone

For a Cisco 6921 Phone

1. Click on the Fwd All button located on your phones screen. You may need to hit the More button for it to appear.
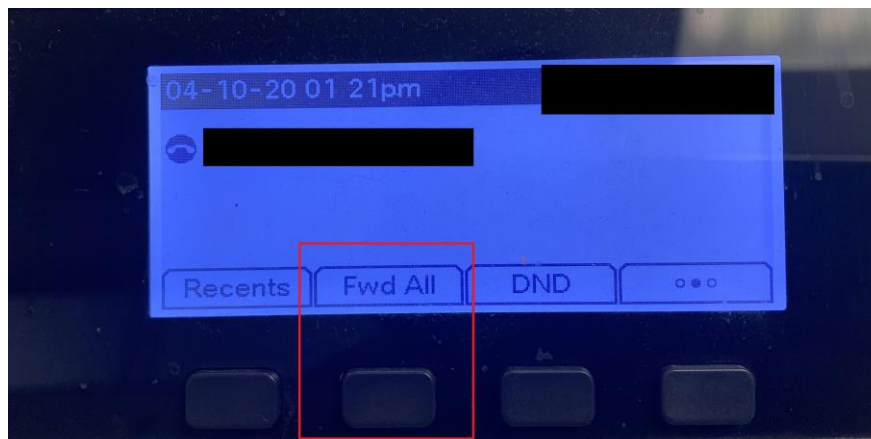
2. You may then enter a 4 digit extension or a mobile phone number. After entering the phone number the Fwd All will automatically set.
   a. If setting a mobile phone prefix your 10 digit phone number with an 81. (ie. 818885559999)

For a Cisco 7861

1. Click on the Fwd All button located on your phones screen. You may need to hit the More (…) button for it to appear.
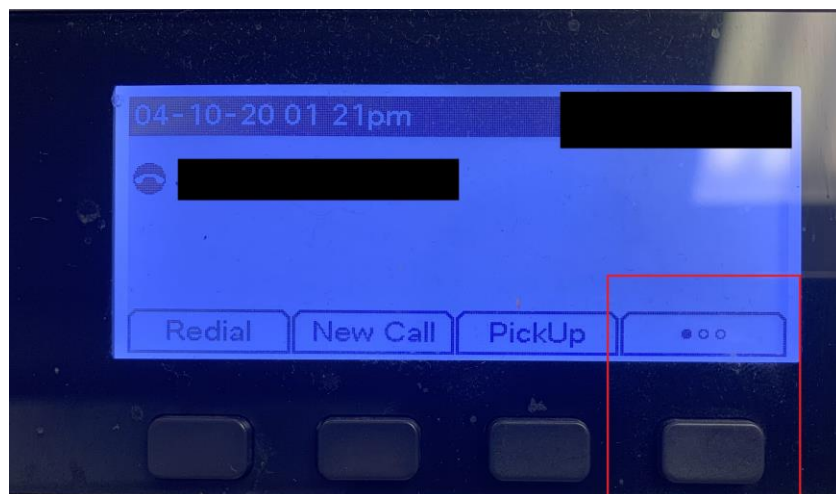
2. You may then enter a 4 digit extension or a mobile phone number. After entering the phone number the Fwd All will automatically set.
   a. If setting a mobile phone prefix your 10 digit phone number with an 81. (ie. 818885559999)