### Yealink – Call Forward

This procedure describes how to set call forwarding from a Yealink Telephone. Additional Call forwarding options available under https://support.firelinecommunications.com/documentation/users /call-forwarding/

#### Always Forward

# Always Forward will unconditionally forward all calls to the specified telephone number.

To Enable Always Forward from the Phone Menu

- 1. Press the Menu soft key
- 2. Press 2 for Features
- 3. Press 1 for Call Forward
- 4. Press 1 for Always Forward
- 5. Highlight Always Forward and toggle so it is Enabled
- 6. Highlight Forward to and enter the destination telephone number which should receive forwarded calls
- 7. Press the Save soft key

To Disable Always Forward from the Phone Menu

- 1. Press the Menu softkey
- 2. Press 2 for Features
- 3. Press 1 for Call Forward
- 4. Press 1 for Always Forward
- 5. Highlight Always Forward and toggle so it is Disabled
- 6. Press the Save soft key

### **Busy Forward**

Busy Forward will conditionally forward all calls

## to the specified telephone number if the handset is already on a phone call.

To Enable Busy Forward from the Phone Menu

- 1. Press the Menu soft key
- 2. Press 2 for Features
- 3. Press 1 for Call Forward
- 4. Press 2 for Busy Forward
- 5. Highlight Busy Forward and toggle so it is Enabled
- 6. Highlight Forward to and enter the destination telephone number which should receive forwarded calls
- 7. Press the Save soft key

To Disable Busy Forward from the Phone Menu

- 1. Press the Menu soft key
- 2. Press 2 for Features
- 3. Press 1 for Call Forward
- 4. Press 2 for Busy Forward
- 5. Highlight Busy Forward and toggle so it is Disabled
- 6. Press the Save soft key

#### No Answer Forward

To Enable No Answer Forward from the Phone Menu

- 1. Press the Menu soft key
- 2. Press 2 for Features
- 3. Press 1 for Call Forward
- 4. Press 3 for No Answer Forward
- 5. Highlight No Answer Forward and toggle so it is Enabled
- 6. Highlight Forward to and enter the destination telephone number which should receive forwarded calls
- Highlight After Ring Time and select the desired time out. Each ring is approx 5 seconds.
- 8. Press the Save soft key

To Disable No Answer Forward from the Phone Menu

- 1. Press the Menu soft key
- 2. Press 2 for Features
- 3. Press 1 for Call Forward
- 4. Press 3 for No Answer Forward
- 5. Highlight No Answer Forward and toggle so it is Disabled
- 6. Press the Save soft key