

Desk phone Forwarding Procedures

Note: You may move back or exit the menu using the ⊗ CANCEL button.
If the system times out during configuration, you may have to start over.

Mitel Phone 5312



1. Press the Superkey (Blue key) button to activate the configuration menu. The phone display will show your options;



2. Press # sign button to reject PHONEBOOK option configuration;
3. Press # sign button to reject ADVISORY MSGS option configuration;
4. Press * sign button to accept CALL FORWARDING option configuration;
5. Press * sign button to REVIEW the ALWAYS sub-menu;
6. Press * sign button to PROGRAM the NOT PROGRAMMED sub-menu;
7. Press * sign button to PROGRAM;
8. When the display says TO:, enter the number you want to forward your calls to. Make sure to precede the number with 9. Example: 9 1 555-555-5555 (No spaces, no dashes). Please check the number again.
9. Press ▽ down arrow button to save;



10. Press * sign button (CHANGE) to continue;
11. Press # sign button to TURN ON the forwarding function. A star (*) should appear at the end of your truncated number. Follow similar procedure to TURN OFF call forwarding.
12. Press ⊗ CANCEL button to exit the operation.
13. Test the call forwarding.

Mitel Phone 6940 & 6930



1. Press the ⚙ gear button to enter the Settings menu;
2. Select the Call Forward sub-menu;
3. In the ALWAYS section, enter the phone number you want to forward to. Make sure to precede the number with 9. Example: 9 1 555-555-5555 (No spaces, no dashes). Please check the number again;
4. Activate the checkbox on the right side of the screen to TURN ON the call forwarding. Other forwarding options are not functional at this time. Follow similar procedure to TURN OFF call forwarding.
5. Click Save
6. Test the call forwarding.