

How to configure call forwarding from Avaya IP phone

To divert your calls to another extension or external number

- 1) Click on the “Features” button



- 2) Scroll through the selection using the up and down button (red arrows in picture) until you see the “Call Forward” option.
Click on “OK” button (yellow arrow in picture).



- 3) Enter the number you want to forward to:
E.g : 5717 or external 9 97581238
Take note that for external call, pls press the number 9 first.



Once the call forwarding is set, you will see that call forwarding activated screen as per the picture below



To cancel call forward:

Repeat step 1 and 2 above to deactivate call forwarding.

