Instructions to Set up Call Forwarding on the Mitel 6930 VoIP Phone

1. Press the **Settings** ⚙ key.
2. Navigate to **Call Forward** using the direction pad and then press **Select**.
3. Use the dial pad to enter a number under **Always** (which will forward the call in all circumstances), or use the direction pad to select other categories.
4. Select the check box to enable forwarding (Entering a number under **Always** will check all the boxes).
5. Press the **Save** context key to save the entries.
6. Call Forwarding can be enable or disabled by pressing the **Call Forward** key on the phone's main screen.