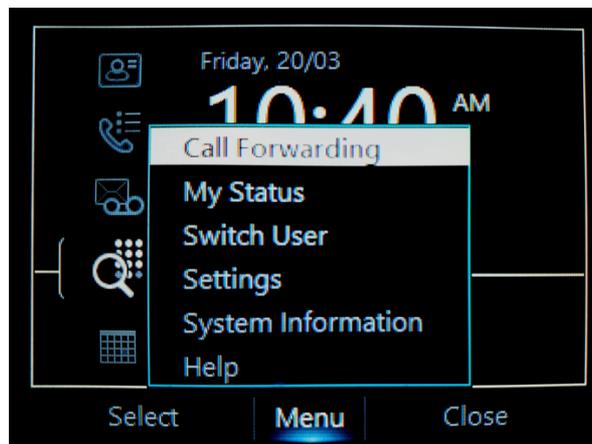


Diverting Phone Calls

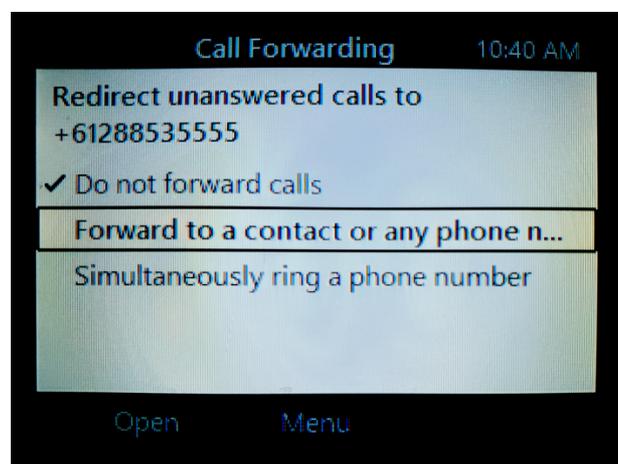
There are two ways to forward your phone calls to another number (such as a mobile). From a desk phone, and from the Skype for Business app in Windows. These two methods are detailed below. If neither of these work for you, please contact sd@hillsong.com with your extension and desired forwarding number to arrange for your number to be forwarded.

Set Call Forwarding On Your Desk Phone

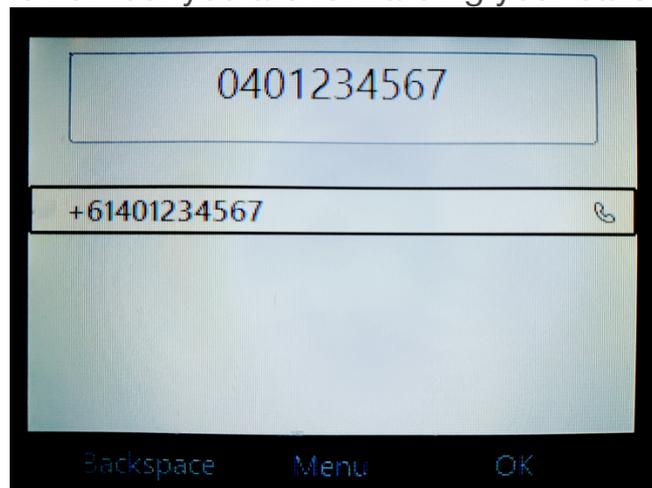
1. Press **Menu** key then select **Call Forwarding**.



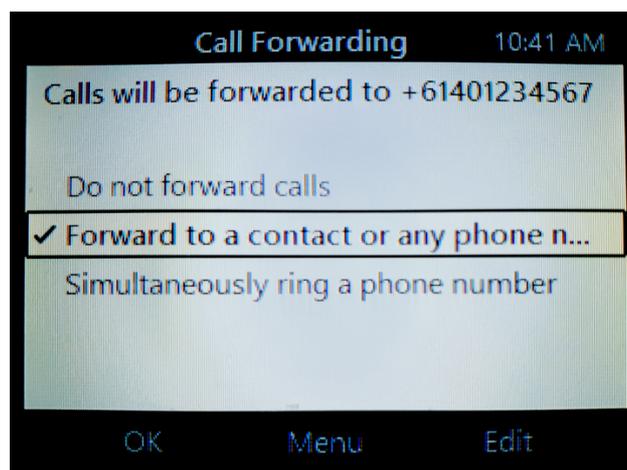
2. Select **Forward to a contact or any phone number** then press **Open**.
If the number you intend to forward to is already present on the Redirect unanswered calls to, just just that option.



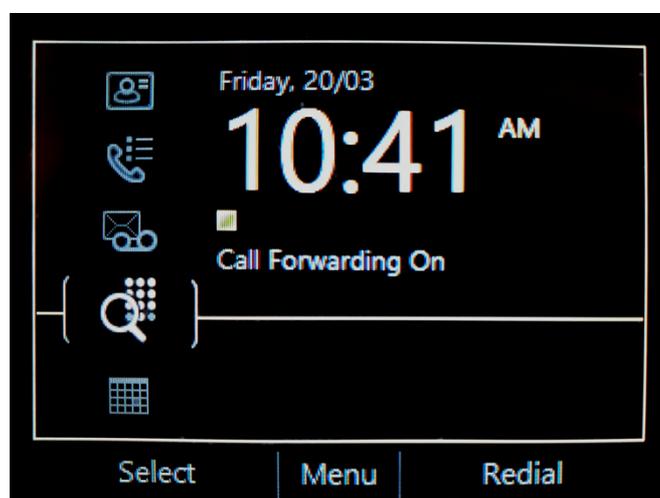
3. Enter the phone number you are forwarding your calls to and press **OK**.



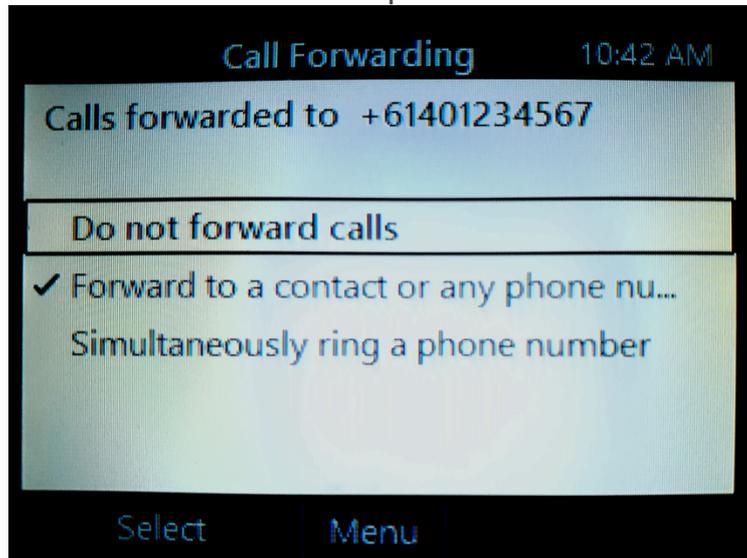
4. Confirm Call Forwarding to is set to the correct number then press **OK**.



5. Your phone will now indicate **Call Forwarding On**.



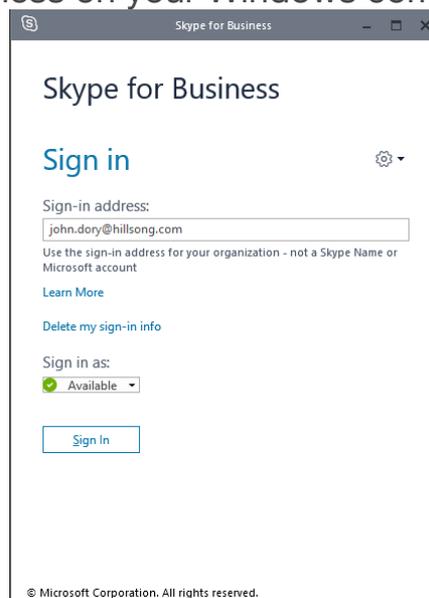
6. To disable, press **Menu** then **Call Forwarding**. Select **Do not forward calls** then press **OK**.



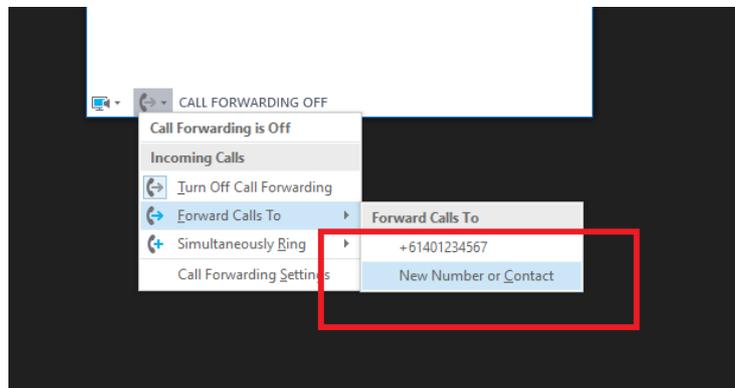
Set Forwarding Using Skype For Business On A Windows Computer

NOTE: Skype for Business is only available on Windows computers

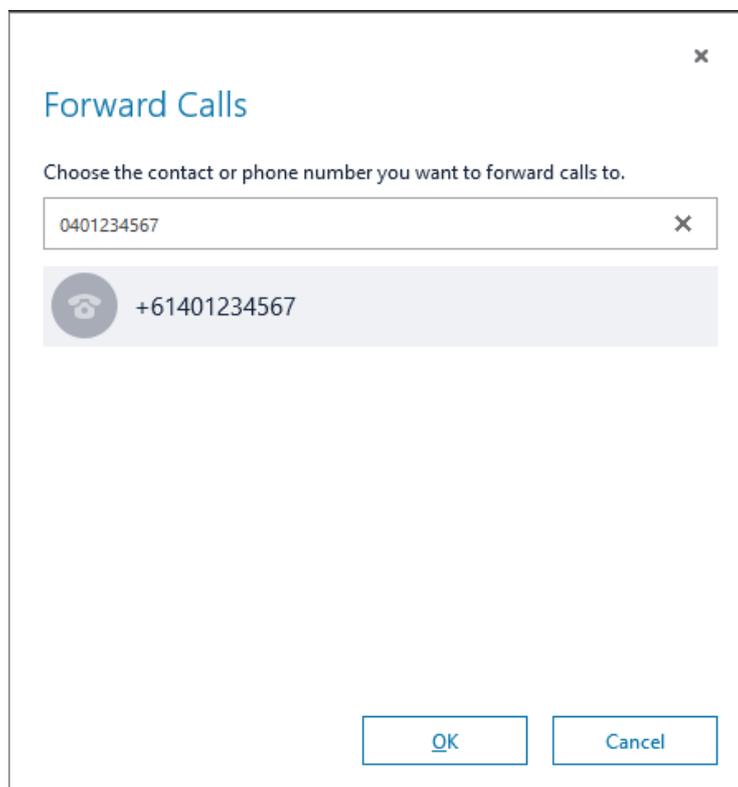
1. Open Skype For Business. If you have not logged into Skype for Business on your Windows computer.



2. At the bottom of Skype for Business click on the **Call Forwarding** button then click on **Forward Calls To** and **New Phone Number or Contact**



3. Enter the phone number you are forwarding your calls to and click **OK**. If you can see a phone number listed on the Forward Calls To list, you can just click on it to select.



4. Skype for Business for Business now indicated that call forwarding is set on your phone. To turn off Forwarding, just click **Turn Off**.

