Changing Call Handling Mode and Forwarding

NOTE Use Personal Call Manager or Web Access to configure the modes with different call forwarding destinations and personal greetings.

You can set one of five distinct call handling modes for your extension, including four “Do Not Disturb” options to forward incoming calls or send them to voice mail. You can record personal greetings, which are linked to the active call handling mode.

By default, your phone is set to **Standard** mode, which allows you to answer all incoming calls. Other mode options include **In a Meeting**, **Out of Office**, **Extended Absence**, and **Custom**.

**Options**

You can use the Options button to select the desired mode by doing the

following:

**Options**

Step 1 Press the Options button , followed by your password

and then .

Step 2 Verify that the **1. Call Hndlg** is highlighted and then press the **Edit** soft key.

Step 3 Scroll to the desired setting and press the **OK** soft key.

Step 4 Press the **Done** soft key.

NOTE You can "one-touch" toggle between **Standard** and **In a Meeting** by using the **Mode** soft key (located on the phone display) without having to log in under the Options button.

You can also change the call forward destination for each call handling mode.

**Options**

Step 1 Press the Options button , followed by your password

and then .

Step 2 Verify that the **1. Call Hndlg** is highlighted and then press the **Edit** soft key.

Step 3 Select the desired call handling mode and press the **Edit** soft key.

Step 4 Enter the desired number and press the **OK** soft key.