

Forwarding Your UNA Phone to a Cell or Home Number

If you have a 53XX series phone, please follow the steps below:

1. Press the Menu button (blue button) on your desk phone
2. Select Call Forwarding
3. Enter the number you would like to forward to. Note: If this is a long distance number, you will have to add a 1.
4. Select Activate

You should now see a handset with an arrow in the top left part of the screen on your phone.

If you are using a 69XX series phone, please follow the steps below:

1. Press the Menu button (button w/ Gear on it) on your desk phone
2. Using the round, silver button, navigate to Call Forward (one selection to the left)
3. Press the middle of the silver button to select
4. Enter the number you would like to forward to. Note: If this is a long distance number, you will need to add a 1.
5. Use the silver button to move to the check box to the right of the number you just entered.
6. Press the middle of the silver button to select the check box.
7. Select save.
8. Select close.

You should now see a symbol that looks like two arrows (one coming in, one going out) in the top right of your screen.