How to Forward Calls on a Polycom VVX400

Polycom VVX400 phones can forward calls to a local or offsite number. You have 2 types of forwarding that can be done. Always and No Answer. The Busy forwarding only work in special instances and for the sake of functionality we will say it is not possible. **Always** forwarding will instantly forward calls to your designated forwarding destination. **No Answer** forwarding will forward calls to your designated destination after a predefined number of rings *(Example: The phone can ring for 3 rings and then call forward)*.

1. Press the "**More**" button below the lcd screen to the right.

2. Select the 1st soft key labeled **"Forward"**

3. Now select the type of forwarding you desire. **Always** or **No Answer.** As stated earlier the Busy option is disabled.

Selecting **Always** requires you to add a number and is instantly forwarded

Selecting **No Answer** requires you to **add a number** and set the **number of rings**