

# Forward Phone Instructions

## Forward your Office phone to a Cellphone

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

# Turn on “Call Forward”

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On the phone, press the “More” button until the “Forward” option is displayed.

Select “Forward”

Using the round button on the right, move the up/down arrow until option “2 Forward to a Contact”, and select until by pushing the center select button. This will prompt you for a phone number. Enter the phone without spaces or dashes.

Select “More” and then “OK”

# Turn off “Call Forward”

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On the phone, press the “More” button until the “Forward” option is displayed.

Select “Forward”

Using the round button on the right, move the up/down arrow until option “Do not Forward Calls”

Select “More” and then “OK”

# Additional References

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<https://www.youtube.com/watch?v=PFMd7LFwb5c>

<https://support.polycom.com/content/dam/polycom-support/products/voice/business-media-phones/user/en/vvx400-410-quick-tips-5-3-0.pdf>

<http://help.fluentcloud.com/support/solutions/articles/161554-call-forwarding-on-the-polycom-vvx-400-410>

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu)
- In-Person: Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)