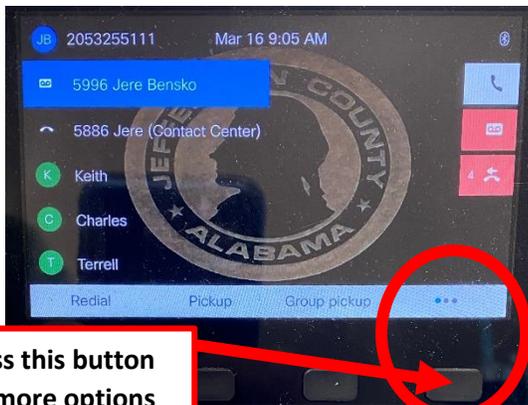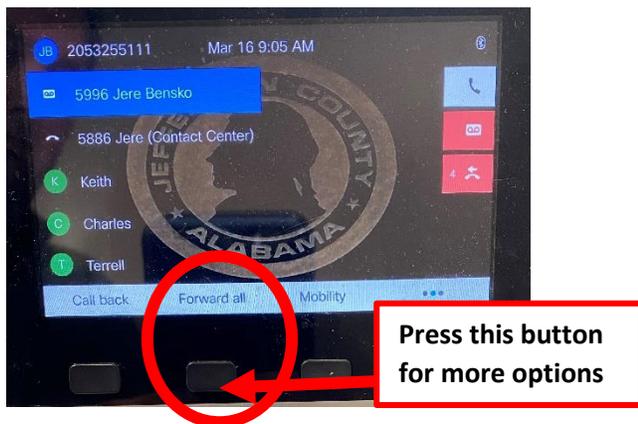# Jefferson County Commission
Cisco Phone Call Forwarding
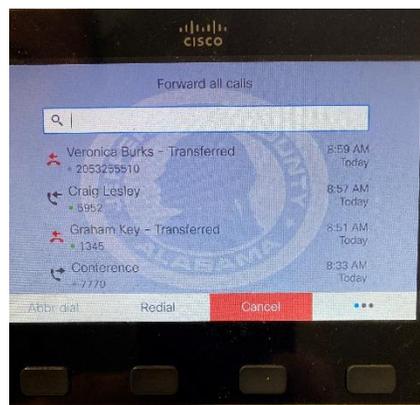
1. Using the soft keys on your phone see picture for location, press on the button below '…'
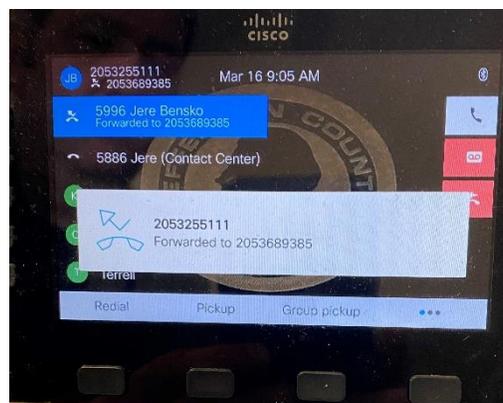

Press this button for more options

2. After advancing to the next set of soft keys, you will see 'Forward all', press the button below

Press this button for more options

3. Next you will see screen that says 'Forward all calls', enter your 10 digit number where you would like your calls forwarded.

4. Once you have entered your 10 digit number you should see the screen below which confirms that your phone has been transferred

If you have any questions or problems connecting to your Teleconference, please contact one of the members of the ITS Communications team.

Jere Bensko, Communications Coordinator
Email: benskoj@jccal.org
Desk: 205-325-5111
Extension: 5996
Cell: 205-368-9385

Telecommunication Technician On-Call (24x7x365): 205-325-5969