

Setup Call Forwarding on your Town Mitel Phone

Step 1: Add your home phone number to your Town phone –

Press the Settings button on your phone (it looks like a gear symbol) > Call Forward. At the top it says “Always”, enter your home or cell phone # there including the 9 to dial outside. Press Save.

Step 2: Add a shortcut on your Town phone to quickly enable/disable forwarding –

Press and hold down one of the unused “softkey” buttons on your phone for 5 seconds, a new menu screen will pop-up > Other Features > Call Forwarding Always. Press Save.

Going forward, you can simply press the call forwarding softkey you created in Step 2 to toggle on/off your call forwarding profile. To edit your home phone/cell phone number, repeat Step 1.