

CALL FORWARDING INSTRUCTIONS

HOW TO BEGIN CALL-FORWARDING FROM CENTRAL OFFICE:

- 1) **Using Line 1.** Call the volunteer at the phone number 1-619-xxx-xxxx you'll be forwarding to, making sure the volunteer is home and prepared to take phone calls. Hang up and proceed to #2.
- 2) Enter 72#. Then enter the volunteer's phone number 1-619-xxx-xxxx. The phone will ring to the volunteer after they pick up; let them know you are forwarding the phone calls and then hang up.
- 3) Use line 2, call 1-619-265-8762, and verify that forwarding is operational. When call forwarding is done, turn out the lights & turn off coffeepot, computers & remember to lock the door. (Use Allen Wrench key hanging on the wall)

HOW TO USE REMOTE CALL-FORWARDING:

- 1) Call the volunteer at the number you'll be forwarding to, making sure the volunteer is home and prepared to take phone calls.
- 2) Dial 1-619-286-0099 and listen to the voice prompt. Now dial 1-619-265-8762#. Voice prompt will repeat number and say, "if this number is correct, enter your PIN number." Enter 9169#.
- 3) Enter (Feature Code) 73# to turn OFF the call forwarding at your location. Listen for voice prompts.
- 4) Enter (Feature Code) 72# to turn ON the call forwarding to the next volunteer. Listen for voice prompts. Enter volunteer's phone number 1-xxx-xxx-xxxx. Listen for voice prompts and then hang up.

If there is a problem, use the After-Hours Phone Board for Emergency phone #'s.

- 1st Call Group Coordinator. On "After Hours Schedule" on cork board.
- 2nd Call After-Hours Section Leader. On "After Hours Schedule" on cork board.
- 3rd Call After-Hours Chairperson.
- 4th Call Central Office Manager.

THE FELLOWSHIP AND THE ALCOHOLIC SEEKING HELP THANK YOU!!!