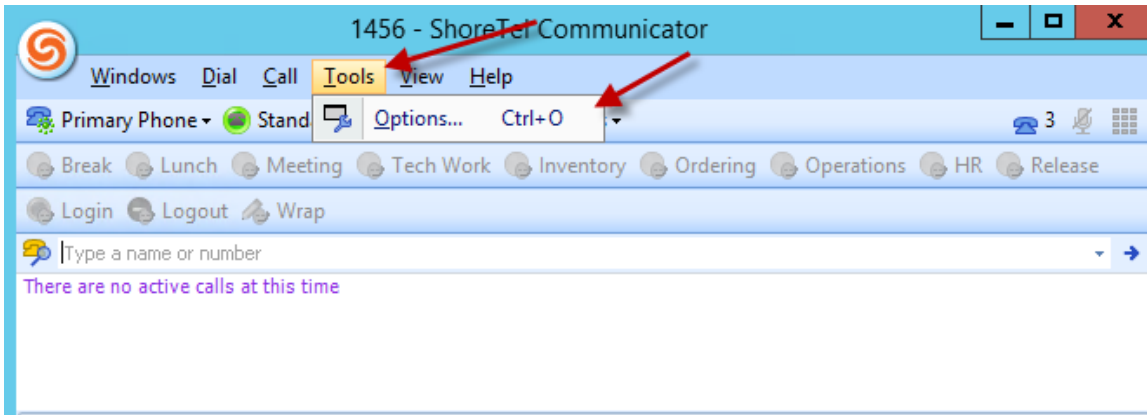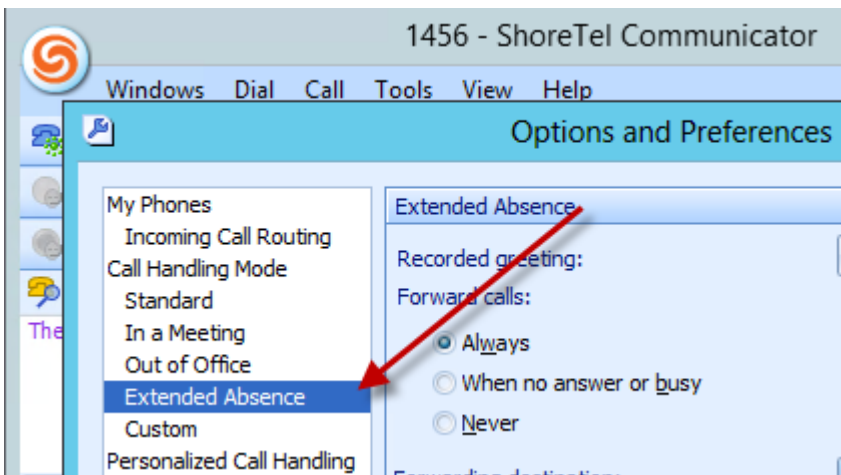# Setting call forwarding for the Holiday to the Operator

In the Communicator Software:
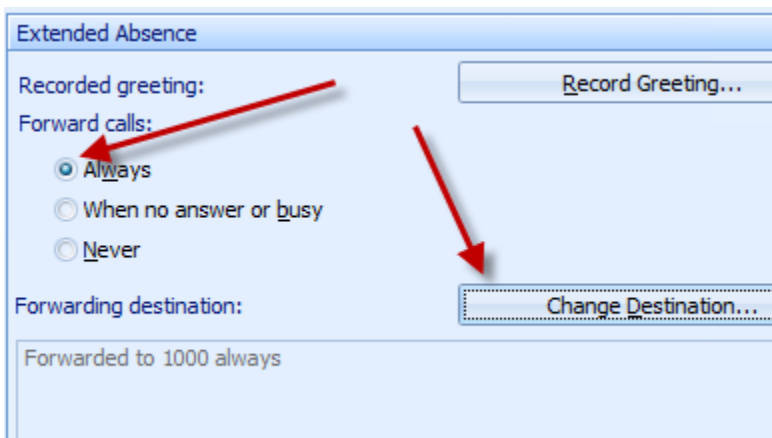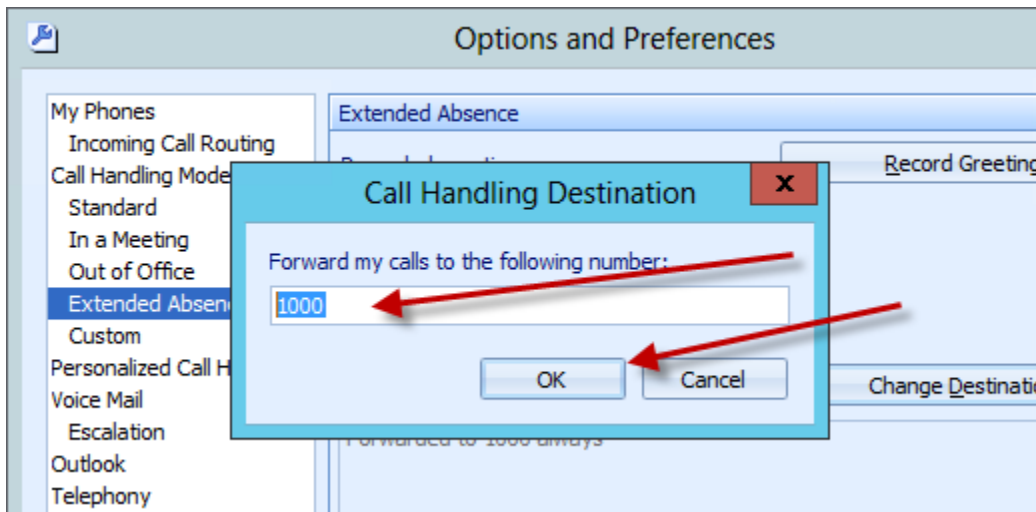
First click "**Tools**" and then "**Options**"

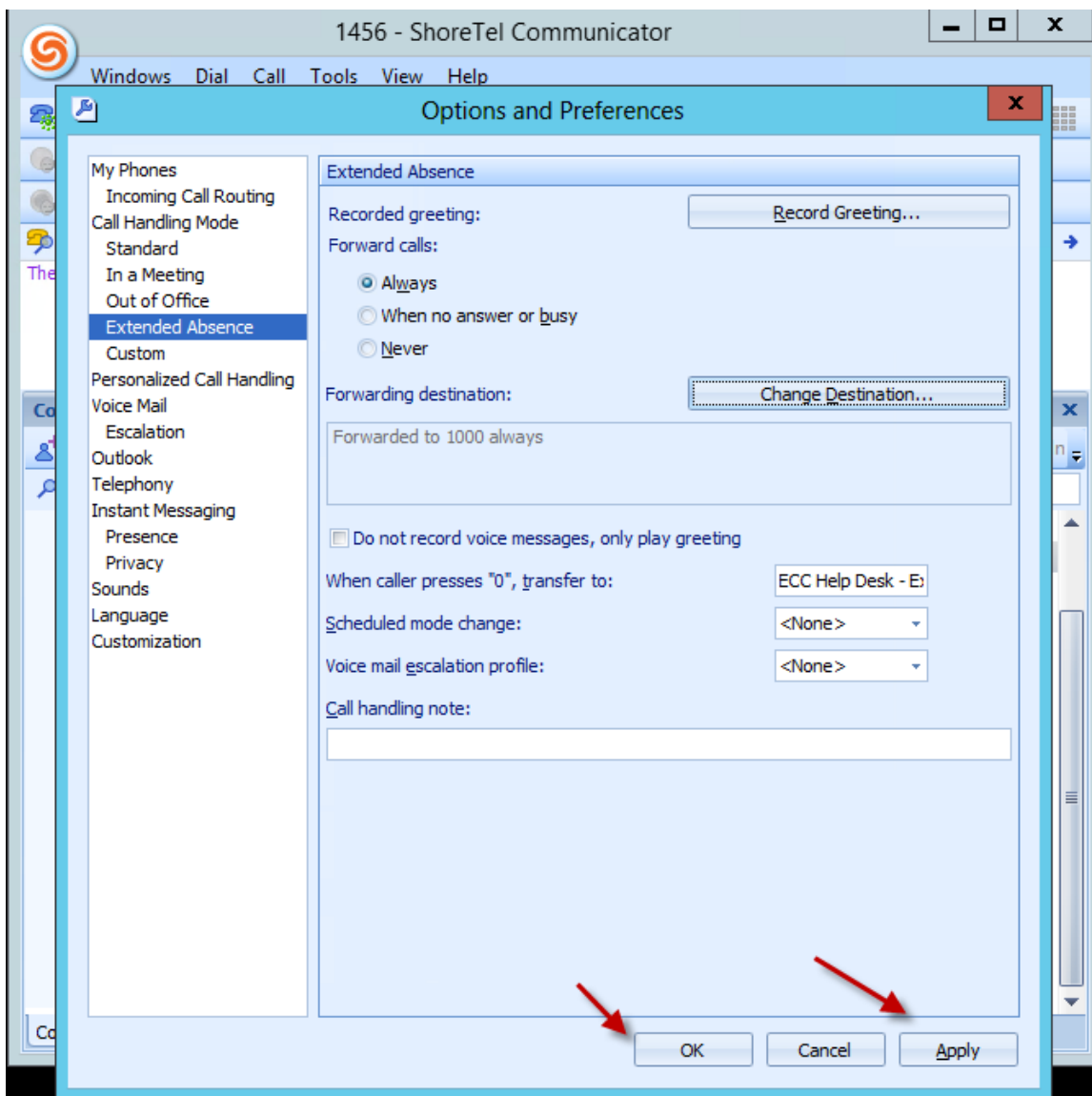Next in the left panel click "**Extended Absence**"

Next click the "Always" radio button and click the "Change Destination" box
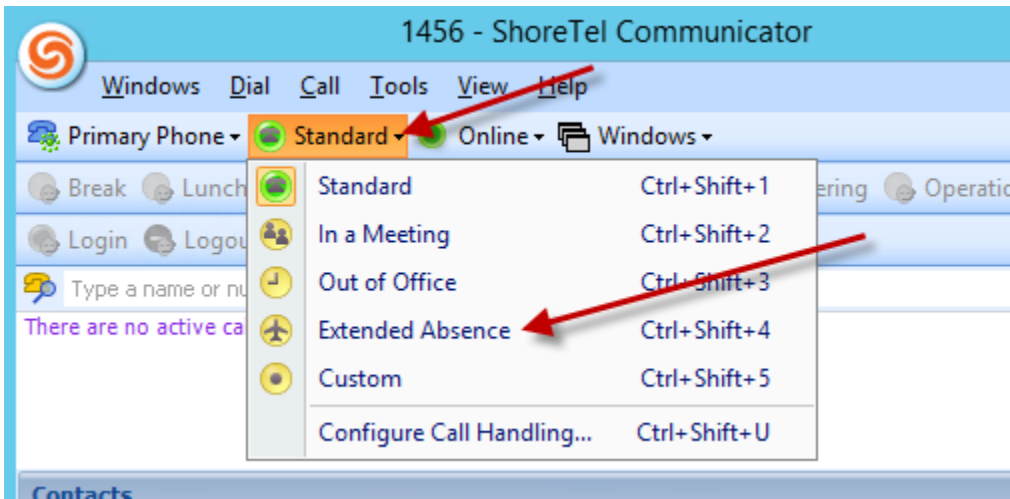

In the new box that opens, set the call forwarding destination to **1000** and click "**ok**"

Next, at the bottom of the screen click "**Apply**" and "**Ok**" to save the changes.

Finally, to set the mode to forward calls to 1000, click the "**drop down arrow**" by standard and click "**Extended Absence**".

Once you have defined the Extended Absence setting in the Communicator software, you can also use your phone to change the Mode by pressing the Mode button and choosing Extended Absence.   At that point, your calls will be forwarded to 1000 until you change it back to Standard.

******Note: to turn this option back off when returning from the holiday, click the mode drop down arrow that is set to "**Extended Absence**" and change to "**Standard**." *******