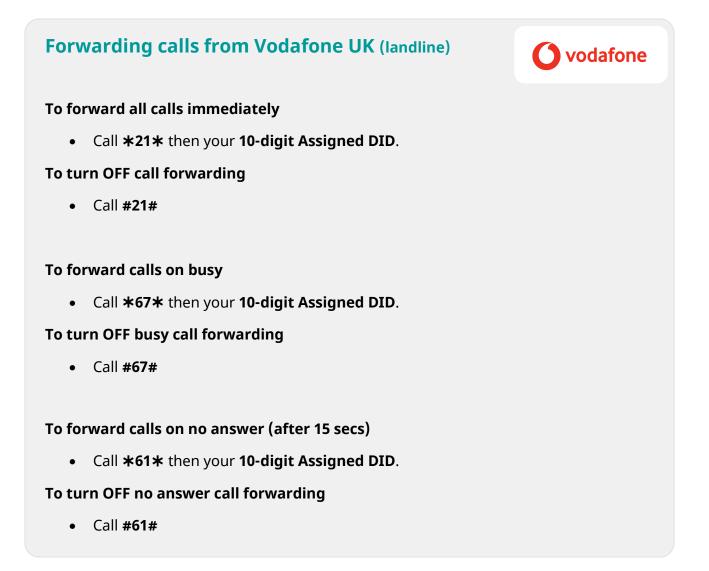
# RECEPTIONHQ

# **Call Forwarding instructions**



# Forwarding calls from British Telecom (landline)

# To forward all calls immediately

- Lift your handset and listen for the dial tone
- Enter **\*21\*** then your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward immediate

• Once you have a dial tone, press **#21#** 

# To forward calls only after 'no answer' at your end (after 15 seconds)

- Lift your handset and listen for the dial tone
- Enter **\*61\*** then your **10-digit number** provided by ReceptionHQ then **#**

## To turn OFF call forward no answer

• Once you have a dial tone, press #61#

# To forward calls on busy (calls only come to ReceptionHQ if you're busy)

- Lift your handset and listen for the dial tone
- Enter **\*67**\* then your **10-digit number** provided by ReceptionHQ then #

# To turn OFF call forward on busy

• Once you have a dial tone, press #67#

# Forwarding calls from British Telecom (mobile)

# To forward all calls immediately

- Dial **\*\*21\***
- Enter your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward immediate

• Once you have a dial tone, press **##21**#

# To forward calls only after 'no answer' at your end (after 15 seconds)

- Dial **\*\*61\***
- Enter your **10-digit number** provided by ReceptionHQ then **#**

## To turn OFF call forward no answer

• Once you have a dial tone, press **##61#** 

# To forward calls on busy (calls only come to ReceptionHQ if you're busy)

- Dial **\*\*67\***
- Enter your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward on busy

• Once you have a dial tone, press ##67#

# Forwarding calls from Virgin Media (landline)



#### Select the appropriate instructions for your area

- Call **1765** from your landline
- Listen to identify the colour for your area
- If purple, yellow, green, or blue, follow the first set of instructions below
- If red, follow the second set of instructions below

## To forward all calls immediately (purple, yellow, green, or blue area)

- Lift your handset and listen for the dial tone
- Enter **\*21\*** then your **10-digit number** provided by ReceptionHQ then **#**

### To turn OFF call forward immediate

• Once you have a dial tone, press **#21**#

## To forward all calls immediately (red area)

- Lift your handset and listen for the dial tone
- Enter **\*70** then your **10-digit number** provided by ReceptionHQ

# To turn OFF call forward immediate

• Once you have a dial tone, press **#70** 

# Forwarding calls from Sky

# To forward all calls immediately

- Lift your handset and listen for the dial tone
- Enter **\*21\*** then your **10-digit number** provided by ReceptionHQ then **#**

sky

### To turn OFF call forward immediate

• Once you have a dial tone, press #21#

## To forward calls only after 'no answer' at your end

- Lift your handset and listen for the dial tone
- Enter **\*61\*** then your **10-digit number** provided by ReceptionHQ then **#**

### To turn OFF call forward no answer

• Once you have a dial tone, press #61#

# To forward calls on busy (calls only come to ReceptionHQ if you're busy)

- Lift your handset and listen for the dial tone
- Enter **\*67\*** then your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward on busy

• Once you have a dial tone, press #67#

# Forwarding calls from TalkTalk

# TalkTalk

# To forward all calls immediately

- Lift your handset and listen for the dial tone
- Enter **\*21\*** then your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward immediate

• Once you have a dial tone, press **#21**#

# To forward calls only after 'no answer' at your end

- Lift your handset and listen for the dial tone
- Enter **\*61\*** then your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward no answer

• Once you have a dial tone, press **#61#** 

# To forward calls on busy (calls only come to ReceptionHQ if you're busy)

- Lift your handset and listen for the dial tone
- Enter **\*67**\* then your **10-digit number** provided by ReceptionHQ then #

# To turn OFF call forward on busy

• Once you have a dial tone, press **#67**#

# Forwarding calls from PlusNet

# To forward all calls immediately

- Lift your handset and listen for the dial tone
- Enter **\*21\*** then your **10-digit number** provided by ReceptionHQ then **#**

## To turn OFF call forward immediate

• Once you have a dial tone, press **#21#** 

## To forward calls only after 'no answer' at your end

- Lift your handset and listen for the dial tone
- Enter **\*61\*** then your **10-digit number** provided by ReceptionHQ then **#**

## To turn OFF call forward no answer

• Once you have a dial tone, press #61#

# To forward calls on busy (calls only come to ReceptionHQ if you're busy)

- Lift your handset and listen for the dial tone
- Enter **\*67\*** then your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward on busy

• Once you have a dial tone, press #67#

# Forwarding calls from EE (mobile)

### To forward all calls immediately

- Call the number **150** then select option 1 > option 2 > option 4 > option 1
- Enter your **10-digit Assigned DID** when asked for the forwarding number

### To turn OFF call forwarding

• Call the number **150** then select option 1 > option 2 > option 4 > option 2





# Forwarding calls from giffgaff (mobile)

# To forward all calls immediately

- Dial **\*\*21\***
- Enter your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward immediate

• Once you have a dial tone, press **##21**#

# To forward calls only after 'no answer' at your end (after 15 seconds)

- Dial **\*\*61\***
- Enter your **10-digit number** provided by ReceptionHQ then **#**

## To turn OFF call forward no answer

• Once you have a dial tone, press **##61#** 

# To forward calls on busy (calls only come to ReceptionHQ if you're busy)

- Dial **\*\*67\***
- Enter your **10-digit number** provided by ReceptionHQ then **#**

# To turn OFF call forward on busy

• Once you have a dial tone, press ##67#

# giffgaff