

Quick Tip – Setting Your Toggle Code as a Speed Dial

By allowing you the ability to use a three-digit code to turn Call Forwarding on and off, Toggle Codes put the power of Call Routing back into your hands.

Now, Clarity has a new tool to make Toggle Codes even easier to use.

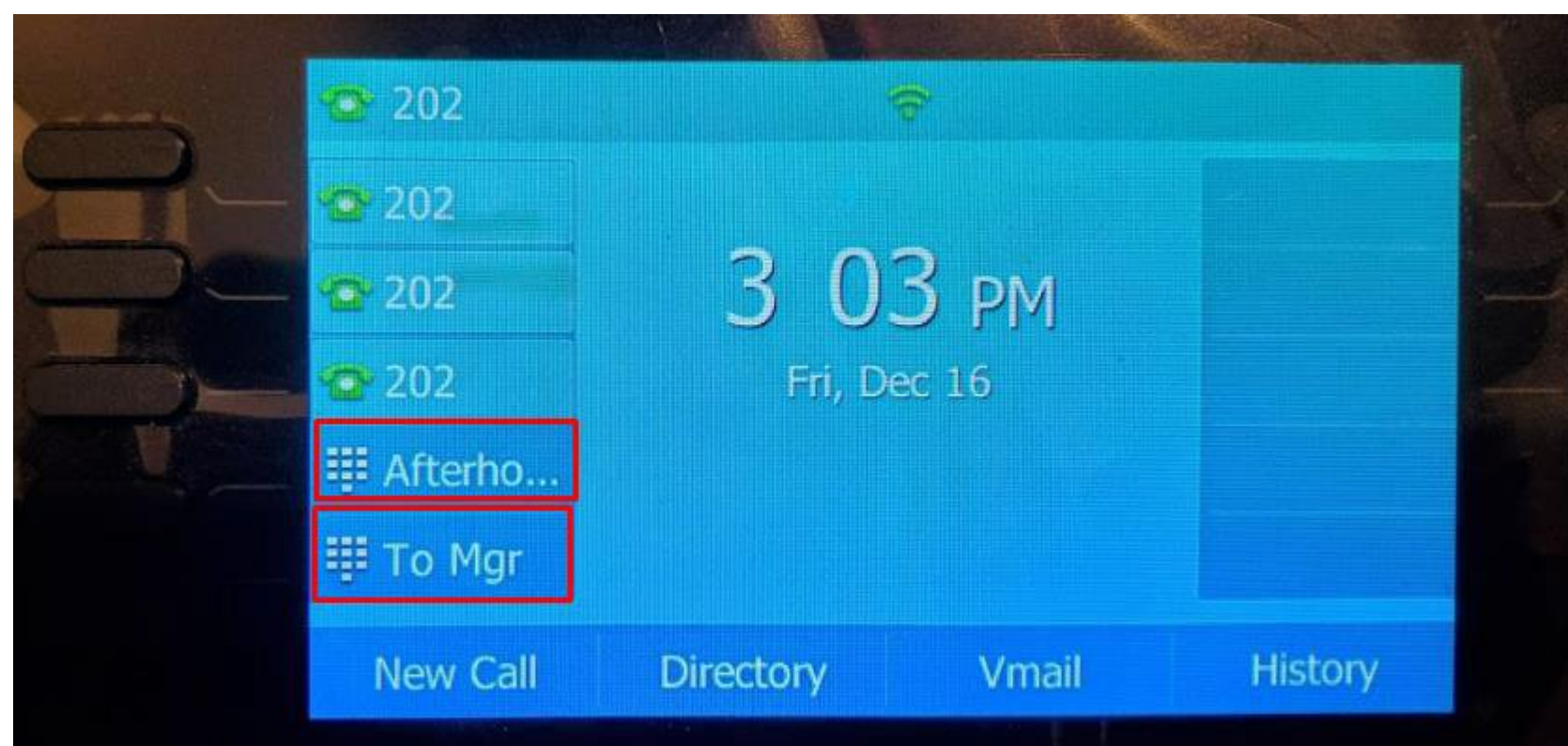
If you use a desk phone, we can program your Toggles as a Speed Dial button. Take the worry out of remembering your Toggle Codes and let us save them to your desk phones for you!

How it Works:

Just call in and let us know which phones need the Toggle Code programmed.

We'll program your Speed Dial shortcuts for each Toggle Code.

Your phone will now have a label reminding you which Toggle it is programmed to turn forwarding on and off.



How To Use it:

When you are ready to turn your call forwarding on, just press the appropriate Speed Dial button on your desk phone. This can be done with the handset on the hook or off.

You will hear the message: "Forwarding is now Enabled". This lets you know that call forwarding is activated.

To turn your call forwarding off, press the Speed Dial button again. This can be done with the handset on the hook or off.

You will hear the message: "Forwarding is now Disabled". This lets you know that your normal Call Routing is back in place.

It's just that easy.

Want to learn more about programming call forwarding buttons on your phone?

Not using toggle codes yet, but wondering if they are the right solution for you?

Give our Customer Service Team a call at 1-800-676-3995! We are available Monday-Friday 8am-9pm EST. We're here to help you find better, easier ways to run your business.

At Clarity Voice® our phone service offers you a host of proprietary tools to help improve your customer experience, office efficiency, and elevate your telephone service from a basic necessity to a strategic benefit.

With over 100 tools to choose from, it's hard to know all your phone system can do. Every month we will highlight a favorite tool as a Quick Tip for you.

**If you ever need assistance activating a phone feature,
please call our support team
Monday – Friday 8 am – 9 pm ET at 800.676.3995**

[DOWNLOADABLE VERSION](#)

If you have any additional questions or require additional assistance, please contact Support at **800.676.3995**. We are available 8 AM to 9 PM EST, Monday through Friday. Or, feel free to contact us on our support page at: <https://clarityvoice.com/support/>

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