



How to setup call forwarding

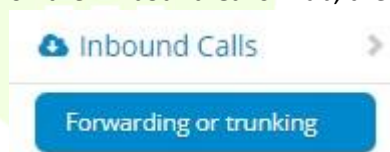
Firstly, log in to your customer portal account and then locate the **“Phone symbol”** up top



From there select the phone number you would like to setup with call forwarding

Numbers	
Number	Type
6491234567	Voice
6497654321	Voice

Once selected, locate and click on the **“Inbound Calls”** Tab, then **“Forwarding or trunking”** Tab



Proceed to change the forwarding settings as needed and then press **“Save Settings”**

Forwarding or trunking

Setup your calls to forward when you are on the phone or if you do not answer

Always forward my calls to:

Forward these calls:

Forward my calls when I am unavailable to:

Forward these calls:

Call Diversion Timer - Must be greater than 0 (seconds to wait before diverting calls to Voicemail or forwarding number if setup.)
NOTE: The timer will only take affect after all Simultaneous Ring diversions have occurred

Forward my calls when I am Busy to:

Forward these calls:

Forward my calls when I am unreachable/offline to:

Forward these calls: